

# EEODI



Equal Employment Opportunity, Diversity and Inclusion >>>>>

**Accessibility Disclaimer:**

To be transparent with the public and our stakeholders, the Office of Equal Employment Opportunity, Diversity, and Inclusion is posting the completed FY2022 Management Directive 715 (MD-715) and Affirmative Action Plan. The documents included in this attachment ***ARE NOT*** Section 508 compliant. As such, these documents may be difficult to read by persons with visual impairments or those using an electronic screen reader. The documents are currently being corrected for Section 508 Compliance and as soon as they become available, the corrected documents will be posted. EEODI is committed to making amendments to its documents to comply with Section 508 Compliance standards.

For further assistance with the attached documents, please contact the Office of Equal Employment Opportunity, Diversity, and Inclusion by dialing 1-800-872-6096 or by email, [eeo.general.mailbox@census.gov](mailto:eeo.general.mailbox@census.gov)

Thank you!

DOC Bureau of the Census

For period covering October 1, 2021 to September 30, 2022

**PART A**  
Department  
or Agency  
Identifying  
Information

**1. Agency**

**1.** DOC Bureau of the Census

**1.a** 2nd level reporting component

**2. Address**

**2.** 4600 Silver Hill Road, Room 3K106

**3. City, State, Zip Code**

**3.** Suitland, MD 20746

**4. Agency Code**

**5. FIPS code(s)**

**4.** CM63

**5.** 02433

**PART B**  
Total  
Employment

**1.** Enter total number of permanent full-time and part-time employees

**1.** 9188

**2.** Enter total number of temporary employees

**2.** 4518

**3. TOTAL EMPLOYMENT [add lines B 1 through 2]**

**4.** 13706

**PART C**

Agency Official(s) Responsible  
For Oversight of EEO  
Program(s)

**Title Type**

**Name**

**Title**

Head of Agency

Robert L. Santos

Director

Head of Agency Designee

Ron S. Jarmin

Deputy Director & Chief Operating  
Officer

Principal EEO Director/Official

David Donovan

Acting EEO Director (Equal  
Employment Manager)

Affirmative Employment Program Manager

Stefanie L. Watson

Diversity & Inclusion Officer

Complaint Processing Program Manager

David Donovan

Acting Chief, EEODI

Diversity & Inclusion Officer

Stefanie L. Watson

Diversity & Inclusion Officer

Hispanic Program Manager (SEPM)

Stefanie L. Watson

Diversity & Inclusion Officer

Disability Program Manager (SEPM)

"Jake" J. Thomas

Disability Program Manager

Special Placement Program Coordinator (Individuals  
with Disabilities)

Jerome Pryor

Supervisory Human Resources  
Specialist

Reasonable Accommodation Program Manager

Rose Cooper

Reasonable Accommodations  
Program Manager

Anti-Harassment Program Manager

Stacy J. Chalmers

Assistant Division Chief, Employee  
and Labor Relations Branch

ADR Program Manager

Cynthia L. Hall

Equal Employment Opportunity  
Specialist/ADR Program Manager

Compliance Manager

Lynnette Petty

Equal Employment Opportunity  
Specialist

Principal MD-715 Preparer

Bernadette L. Gray

Program Analyst

Principal MD-715 Preparer

Carol A. Keeve

Equal Employment Opportunity  
Specialist

**For period covering October 1, 2021 to September 30, 2022**

<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
	DOC Bureau of the Census Jeffersonville, IN	United States	CM63
	DOC Bureau of the Census Atlanta, GA	United States	CM63
	DOC Bureau of the Census Oak Brook, IL	United States	CM63
	DOC Bureau of the Census Denver, CO	United States	CM63
	DOC Bureau of the Census Van Nuys, CA	United States	CM63
	DOC Bureau of the Census New York, NY	United States	CM63
	DOC Bureau of the Census Philadelphia, PA	United States	CM63

EEOC FORMS and Documents	Required	Uploaded	
Personal Assistance Services Procedures	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Organization Chart	Y	Y	
Agency Strategic Plan	Y	Y	
EEO Policy Statement	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Diversity Policy Statement	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	
EEO Strategic Plan	N	N	

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**EXECUTIVE SUMMARY: MISSION**

The Census Bureau's mission is to serve as the nation's leading provider of quality data. The data collected by the agency serves as a premier source of information about the United States' changing economy, population, housing, workforce, and state and local governments throughout the country. Pursuant to Article I, Section 2 of the Constitution, the agency oversees the decennial census every 10 years, which determines the distribution of Congressional seats to states, and is used to apportion seats in the U.S. House of Representatives. Census data is used to assist in critical decisions for functional areas of government operations. Census supports stakeholder engagement to educate the public on data products produced by the agency.

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

**Essential Element A: Demonstrated Commitment from Agency Leadership (100%)**

**This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.**

In FY22, the U.S. Census Bureau met 14 out of the 14 measures for this element.

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**Essential Element B: Integration of EEO Into the Agency's Strategic Mission (89.74%)**

**This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.**

In FY22, the U.S. Census Bureau met 35 out of 39 measures for this element.

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**Essential Element C: Management and Program Accountability (97.72%)**

**This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.**

In FY22, the U.S. Census Bureau met 43 out of 44 measures for this element

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**Essential Element D: Proactive Prevention (92.85%)**

**This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.**

In FY22, the U.S. Census Bureau met 13 out of 14 measures for this element

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**Essential Element E: Efficiency (96.96%)**

**This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.**

In FY22, the U.S. Census Bureau met 32 out of 33 elements for this measure.

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**Essential Element F: Responsiveness and Legal Compliance (100%)**

**This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.**

In FY22, the U.S. Census Bureau met 12 out of 12 elements for this measure.

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## EXECUTIVE SUMMARY: WORKFORCE ANALYSES

The Executive Summary of the Census Bureau's FY2022 MD-715 highlights the agency's permanent workforce using the Participation Rate (PR), Civilian Labor Force (CLF) and Inclusion Rate (IR) as comparators by race, ethnicity, and gender. DOC's three-pronged Disparity Scale is used to determine the gravity of the potential trigger and/or potential barrier. The goal is to have an Inclusion Rate of 100% or greater. The measurements for the Disparity Scales are as follows: Minimal (0% - 9.9%); Moderate (10% - 19.9%); and, Marked (20% and above). In order to measure the significance of workforce disparities, the ranges in the scale represent the gravity of the trigger and/or a potential barrier. This summary will focus on Moderate and Marked Disparities, which demonstrate the greater equal opportunity and diversity inclusion needs of the agency. The summary also includes the highlights of the agency's Senior Executive Service (SES) pipeline (GS-13 to SES), the agency's five most populous Mission Critical Occupations (MCO's), and New Hire, and Separation data. These highlights identify potential Triggers as they relate to a "model EEO Program" and will also be discussed in the Part I - Agency EEO Plan to Eliminate Identified Barrier(s). Census' Disability Status will be compared to the Federal goal by grade grouping and is discussed in Part J - Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities (PWD's) and Persons with Targeted Disabilities (PWTD's).

***PERMANENT WORKFORCE PARTICIPATION by Gender in the aggregate:*** In FY2022, the Census Bureau employed 13,706 total employees, 9,188 (67%) permanent employee, and 4,518 (33%) temporary employees. **As per MD-715 guidance, this analysis focuses solely on the permanent workforce.** Using the Civilian Labor Force and the Inclusion Rate as benchmarks, there was a marked disparity for males (74.80% IR) in the workplace. There was also a 6.40% decrease in the permanent workforce between FY2021 (9,816) and FY2022 (9,188).

***PERMANENT WORKFORCE:***

Using the Civilian Labor Force and Inclusion Rate as benchmarks for the permanent workforce,

there were marked disparities for Hispanic Males (42.08% IR), White Males (70.04% IR), Native Hawaiian or Other Pacific Islander (NHOPI) Males (50.00% IR), 2 or More Races Males (20.00% IR), and 2 or More Races Females (53.33% IR). All race and ethnicity groups listed above have participation rates below the expected Civilian Labor Force. These are Potential Triggers. (*Workforce Data Source: Data Insight Table A1*).

***SENIOR EXECUTIVE SERVICE (SES) PIPELINE (GS-13 to SES):***

Using the Inclusion Rate for females in the GS-13 to SES pipeline, there are moderate disparities in the GS-13 (87.14% IR) and GS-15 (87.12% IR) grade levels. There are marked disparities in the GS-14 (77.86% IR) and SES (65.30% IR) grade levels in the workforce. **All females are below their expected participation rate in the GS-13-SES workforce, with a significant disparity in the SES grade level.** These disparities existed during the previous FY2021 MD-715 reporting period with improvements in the GS-13 (from 84.54% to 87.14%) and SES (from 58.62% to 65.30%) grade levels Inclusion Rate. There was an Inclusion Rate decrease in the GS-14 (from 79.95% to 77.86%) and GS-15 (from 87.59% to 87.12%) grade levels.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Hispanic Males have a marked disparity in the GS-15 (75.26% IR) grade level and **Hispanic Females have marked disparities in all grade levels**; GS-13 (69.68% IR), GS-14 (47.52% IR), GS-15 (52.48% IR) to SES (0.00% IR). These disparities existed during the previous FY2021 MD-715 reporting period with improvements in the Inclusion Rate of the GS-13 grade level (from 64.77 to 69.68%), but there was an Inclusion Rate decrease in the of GS-14 (from 50.95% to 47.52) and GS-15 (from 63.26% to 52.48%) grade levels respectively. The Inclusion Rate for SES remained unchanged (0.00%). These marked disparities could be the result of a *“Blocked Pipeline Barrier,” but further investigation is needed.*

White Females have a marked disparity in the GS-13 (73.80% IR) grade level, while there was a moderate disparity for White Females in the GS-14 (80.38% IR) grade level. These marked and moderate disparities could be the result of a *“Blocked Pipeline Barrier,” further investigation is needed.*

Black Females have a moderate disparity in the GS-14 (84.48% IR) grade level and a marked disparity in the SES grade level (51.95% IR). Whereas there was a slight decrease in the Inclusion Rate of the GS-14 Black Females (from 86.82% to 84.48%), and a slight increase of the Black Female Inclusion Rate in the SES grade level (from 41.43% to 51.95%). These marked and moderate disparities could be the result of a *“Blocked Pipeline Barrier,” further investigation is needed.*

Asian Males have a marked disparity in the GS-15 (48.96% IR) grade level, which is a decrease from FY2021 (from 65.40% to 48.96%). Asian Females have a marked disparity in the GS-14 (78.70% IR) and SES (0.00% IR) grade level. These marked disparities could be the result of a *“Blocked Pipeline Barrier,” further investigation is needed.*

Native Hawaiian or Pacific Islander (NHOPI) Males have marked disparities in all grade levels GS-13 to SES grade levels with an Inclusion Rate of (0.00% IR). These marked disparities could be the result of a *“Glass Ceiling Barrier,” but further investigation is needed to review the NHOPI participation rate in the Feeder Pool of MCO’s in the GS-13 to SES grade level.* Native Hawaiian or Pacific Islander (NHOPI) Females have marked disparities in the GS-13 (63.64% IR) and SES (0.00% IR). The GS-13 Inclusion Rate is a decrease from FY2021 (from 70.00% to 63.64%), and the SES Inclusion Rate remains at 0.00%. These marked disparities could be the result of a *“Blocked Pipeline Barrier,” further investigation is needed.*

**American Indian or Alaska Native (AIAN) Males and Females have marked disparities in all grade levels GS-13 to SES.** AIAN Males GS-13 (decreased from 42.86% IR to 39.47% IR), GS-14 (Slight decrease from 34.29% IR to 34.21% IR), and GS-15 and SES remain at 0.00% IR. AIAN Females GS-13 (noticeable decrease from 34.88% IR to 15.96% IR), GS-14 (substantial increase from 3.95% IR to 40.43%), and GS-15 (noticeable increase from 0.00% IR to 28.72% IR). These marked disparities could be the result of a *“Blocked Pipeline Barrier,” but further investigation is needed.*

**Two or more races’ Males and Females have marked disparities in the SES grade levels with an Inclusion**

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**Rate of (0.00%).** Two or more races' Females have a marked disparity in the GS-15 grade level with an Inclusion Rate of (0.00%).

**MISSION CRITICAL OCCUPATIONS (MCOs):** MCO's are necessary for Census to fulfill its mission. The five most populous professional series MCOs are: Statistician (Series 1530), Information Technology Management (Series 2210), Management & Program Analysis (Series 0343), Math Statistician (Series 1529), and Miscellaneous Administration & Program (Series 0301). Using the Inclusion Rate for analysis, the following disparities exist:

**Statistician-** Series 1530: (1,478 employees) 47.63% males, 52.37% females.

Hispanic Males (48.61% IR), NHOPI Males/Females (0.00% IR), AIAN Males/Females (0.00% IR), and 2 or More Races Males/Females (0.00% IR) have marked disparities. White Females (83.14% IR) have a moderate disparity.

**Information Technology Management-** Series 2210: (1081 employees) 62.81% males, 37.19% females.

Hispanic Males (74.00% IR), Hispanic Females (40.63% IR), White Males (56.22% IR), White Females (65.09% IR), NHOPI Males/Females (0.00% IR), 2 or More Races Males (35.38% IR), and 2 or More Races Females (52.86% IR) have marked disparities.

**Management & Program Analysis-** Series 0343: (551 employees) 29.40% males, 70.60% females.

White Males (34.70% IR), Asian Males (46.41% IR), NHOPI Males/Females (0.00% IR), and 2 or More Races Males (16.36% IR) have marked disparities. White Females (89.87% IR) have a moderate disparity.

**Mathematical Statistician-** Series 1529: (342 employees) 57.31% males, 42.69% females.

Hispanic Males Inclusion Rate decreased substantially (from 78.64% IR to 48.61% IR); increasing the degree of the disparity, NHOPI Males/Females (0.00% IR), and AIAN Males/Females (0.00% IR), and 2 or More Races Males/Females (0.00% IR) have marked disparities. White Females (83.14% IR) have a moderate disparity.

**Miscellaneous Administration & Program** Series 0301: (263 employees) 28.14% males, 71.86% females.

Hispanic Females disparity level dropped from Moderate (82.93% IR to Marked 76.00% IR) increasing the degree of the disparity, White Males experienced a significant Inclusion Rate decrease from (72.29% IR) to (44.46% IR), Asian Males (21.71% IR), Asian Females (32.57% IR), and 2 or More Races Males (35.38% IR), have marked disparities.

(Workforce Data Source: Data Insight Table A6).

**NEW HIRES:** Using the Inclusion Rate for analysis, the following disparities exist:



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Hispanic Males (77.42% IR), White Males (67.27% IR), 2 or More Races Males (51.22% IR), NHOPI Males (0.00% IR), and AIAN Males (0.00% IR), have marked disparities. Hispanic Females (85.71% IR) have a moderate disparity. (*Workforce Data Source: Data Insight Table A1*).

**SEPARATIONS:** Using the Participation Rate compared to the Separation Rate of agency Removals (Code 330), the following disparities exist:

Black Males have a Participation Rate of 6.40% and a Removal Rate of 14.81%. This is a marked disparity.

Hispanic Females have a Participation Rate of 5.64% and a Removal Rate of 7.41%. This is a marked disparity. The new hire IR (85.71%) is a moderate disparity. (*Workforce Data Source: Data Insight Table A1*).

**PERMANENT WORKFORCE DISABILITY DISTRIBUTIONS:** Person's with A Disability (PWD) 14.34%; Person's with A Targeted Disability (PWTD) 3.20%; Person's without A Disability (PWOD) 80.55%. (*Workforce Data Source: Data Insight Table B1*).

**In FY 2022, the percentage of PWDs in the GS-11 to SES Cluster (13.05%), exceeded the 12% Regulatory Goal. This was an increase from the previous four reporting periods: FY2021 (11.73%), FY2020 (10.57%), FY2019 (9.95%), and FY2018 (9.00%).** (*Workforce Data Source: Data Insight Table B4*).

**DISABILITY SEPARATIONS: Voluntary and Involuntary Separation Rates for PWD and PWTD using the Inclusion Rate Comparison Method**

PWD's Voluntary Separation Inclusion Rate of 9.26% exceeded the PWOD's Separation Inclusion Rate of 8.40%.

PWD's Involuntary Separation Inclusion Rate of 2.50% exceeded the PWOD's Separation Inclusion Rate of 2.32%.

PWTD Involuntary Separation Inclusion Rate of 2.38% slightly exceeded the PWOD Involuntary Separation Inclusion Rate of 2.32%. Although the Voluntary Separation Inclusion Rate of PWTD (7.48%) was below the Voluntary Separation Inclusion Rate of PWOD (8.40%), it was above the Permanent Workforce Participation Rate for PWTD (3.20%). (*Workforce Data Source: Data Insight Table B1*).

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## EXECUTIVE SUMMARY: ACCOMPLISHMENTS

**Office of the Director**

Leading with our values and putting a human face on the U.S. Census Bureau and Department's missions, Director Robert Santos embarked on a six-month community outreach campaign across America. Efforts focused on sustaining and expanding corporate and community partnerships. From July through December 2022, the Director traveled 11 times, visited 20 places, and participated in 125 engagements. Director Santos hosted conversations on the 2020 and 2030 decennial censuses, held meet-and-greets at Census Bureau Regional Offices, and conducted tribal consultations, federal/state and community partnership meetings, DEIA convenings, and media outreach. Audiences varied widely and included Census Bureau staff, advisory committees, community organizations, professional organizations, colleges and universities including Historically Black Colleges and Universities (HBCUs), data users and researchers, Congressional members and staff, and State, Local, and Tribal Governments.

Outreach Initiatives: Support statistical data modernization and grow data science capabilities

In FY22, the Census Bureau officially partnered with Bowie State University, a designated Historically Black Colleges and Universities (HBCU) to enhance and promote both organizations' data science and analytics programs. The Census Bureau is continuing work with higher education institutions to expand data science reach by partnering with the University of Texas at San Antonio in FY23, a Hispanic Serving Institution. The mission investment will produce more relevant and accurate statistical data for our nation by expanding our understanding and use of data science. Internally, the Bureau is actively building its data science capabilities with a formal training program and spearheaded the establishment of a new data science occupational series.

**Office of Equal Employment Opportunity and Diversity & Inclusion Fiscal Year 2022 Accomplishments**

The U.S. Census Bureau leadership continued to support the Office of Equal Employment Opportunity and Diversity & Inclusion (EEODI) activities and programs for all employees. Through EEODI the Diversity, Equity, and Inclusion program, the Bureau created a culture of inclusion by proactively educating management and employees on Diversity & Inclusion related issues through training sessions, blog articles, tool kits, fact sheets, and D&I Campaigns. The program focused on intercultural communication, cognitive diversity, strategic partnership, advancing equity, inclusive leadership, and our core values.

The agency corrected and completed five of the twelve program deficiencies listed in the FY2021 MD-715 Report.

**A.1.b** The Equal Employment Opportunity and Affirmative Employment Policy Statement which addresses all protected bases was signed by Director Robert L. Santos, on May 20, 2022, and issued to all employees on May 24, 2022.

**A.2.c.4**

Created one-page FAQs sheets and information materials on the anti-harassment procedures and practices and distributed the information quarterly bureau-wide via SharePoint.

**A.2.c.5**

Created quarterly FAQs sheets and briefings on agency policies, procedures and resources to address inappropriate behaviors in the workplace. EEODI also participated in quarterly Bureau-wide briefings with employees to educate them on what behaviors are inappropriate and how to avoid the pitfalls of inappropriate behaviors.

**B.6.d**

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**EXECUTIVE SUMMARY: ACCOMPLISHMENTS**

EEO Action Plans were incorporated into the EEO Action Plan Objectives in the agency strategic plans. All EEODI staff were briefed on the FY2021 MD-715 Report.

**D.4.a.4**

The 2021 Affirmative Action Plan was posted on the public website and EEODI SharePoint Site on August 18, 2022.

**Equal Employment Opportunity Commission (EEOC) Goal Exceeded By The Census Bureau**

In FY 2022, the percentage of PWDs in the GS-11 to SES Cluster (13.05%), exceeded the 12% Regulatory Goal. This was an increase from the previous four reporting periods: FY2021 (11.73%), FY2020 (10.57%), FY2019 (9.95%), and FY2018 (9.00%).

**Diversity, Equity, Inclusion & Accessibility Strategic Action Plan FY2022 – 2026**

Developed the Diversity, Equity, Inclusion and Accessibility (DEIA) strategic plan and facilitated the cross – agency DEIA Implementation Team in the review, revision, and completion of the Census Bureau’s FY2022 – 2026 DEIA Strategic Action Plan. The Bureau benefited from the inclusive approach taken to regularly communicate with senior executives, division chiefs, the Labor Management Council, Diversity Council, Affinity Groups, EEO Advisory Council, the Program Areas, and all divisions that support DEIA. EEODI also actively participate in Department of Commerce workgroups for Executive Orders, 13985, 14035 and 14031.

Two DEIA performance measures as part of Census Bureau Action Plan presentation for the objectives.

**DEIA in the Census Bureau Strategic Plan:**

Objective 3.1: Hiring, Training, and Equipping Employees (Also listed under Objective 1.3: Engagement with Future Generations) — Increase collaborations with Historically Underserved Colleges, Universities and Community Colleges.

Objective 3.3: Internal Customers — Percent of managers and supervisors completing required anti-harassment program training.

If the final submission is approved by the Census Bureau Operating Committee, this will be the first time that DEIA has been visibly present in measurements beyond training.

**Virtual University & College Summit**

EEODI hosted the first Virtual University and College Summit; over 250 diverse college and university faculty and staff members, and more than 10 federal agencies participated. A total of 253 participants attended the event on April 14, 2022.

EEODI participated in the Census Women Counts Chapter of Federally Employed Women, 2022 Women in STEM virtual conference.

**Women In The Workplace Survey**

EEODI participated in the cross – collaboration team for the Women in the Workplace. There were several parts to the FY2022 Women in Workplace data study, the data submission, and the cultural assessment. Women in the

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Workplace is the largest study of women in corporate America. The effort analyzes the representation of women in corporate America (including the federal government), provides an overview of Human Resources policies and programs, including leaders' responses regarding the most effective diversity, equity, and inclusion practices. The study also explores the intersectional experiences of different groups of women at work. The data set this year reflects contributions from 423 participating organizations, which employs 12 million people and more than 65,000 people surveyed on their workplace experiences; in-depth interviews were also conducted with women of diverse identities, including women of color, Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) women, and women with disabilities.

**Executive Women in Motion Program**

EEODI led the inter-departmental team for Executive Women in Motion (EWIM). The team was comprised of employees from the Census Bureau, Bureau of Economic Analysis, Department of Education, and Office of Personnel Management. EWIM is a leadership development program for Federal employees for employees GS-13 and above. EWIM's mission is to promote the advancement of women, men, and gender — nonconforming employees to the Senior Executive Service through (SES) mentoring, collaboration, and knowledge sharing. This year's program was delivered in two phases (Tuesday, September 13<sup>th</sup> and Tuesday, September 20<sup>th</sup>). A total of 23 Senior Executives from across the federal government participated, as well as 215 interested employees.

**Civil Rights Impact Analysis**

EEODI successfully completed the Census Bureau's first Standard Operating Procedures for Civil Rights Impact Analysis (CRIA). The CRIA is an analytical process used by civil rights subject matter experts to determine the scope, intensity, direction, duration, and significance of the effects of an agency's proposed employment and program policies, actions, and decisions. A CRIA identifies the effects of 1. Proposed employment actions; 2. Eligibility criteria for agency services and benefits; 3. Methods of implementation, 4. Underrepresentation or lack of diversity within its programs; or 5. Any other agency-imposed requirements that may adversely and disproportionately impact employees based on their membership in a protected group. Appropriate follow-up actions based on CRIA findings can decrease, eliminate, or substantially limit these adverse impacts on protected groups. CRIA can be utilized to mitigate adverse impacts to employment practices (that may appear neutral but have a discriminatory effect on a protected group). Adverse impact may occur in hiring, promotion, training and development, transfer, layoff, and even performance appraisals.

EEODI also completed one CRIA in FY2022.

**Proactive Prevention Trainings & Engagement Briefings**

The following diversity and inclusion trainings were completed in FY2022:

06/16, Facts and Snacks: Management Directive – 715 Report

07/27, Facts and Snacks: DEIA Strategic Action Plan

08/09, DEIA Fundamentals

09/29, DEIA Fundamentals

09/15, Unconscious Bias

**EXECUTIVE SUMMARY: ACCOMPLISHMENTS**

EEODI also led the completion of Engagement Briefings throughout the fiscal year with the Field Division, National Processing Center, Human Resource Division, Economic Directorate, Demographic Programs, American Community Survey, Blacks in Government, Rainbow Alliance, Neurodiversity Alliance, NextGen, and the DOC Asian American, Pacific Islander Group.

**Director Santos' DEIA Video**

EEODI partnered with the Office of the Director and worked closely with the Director's Team to complete the video project.

**DIVERSITY COUNCIL SUPPORT**

EEODI supported the FY2022 Diversity & Inclusion Showcase. The showcase is co-sponsored by the Diversity Council and the Office of Equal Employment Opportunity, Diversity & Inclusion. The Diversity & Inclusion Council is an advisory body to the Labor Management Council and the Senior Executive Operating Committee. The annual showcase advocates for increasing equity and inclusion; supporting leader development, employee satisfaction initiatives; and, fostering an environment of continuous learning where employee's contributions help build an environment where individual talents, differences and experiences are harnessed to foster innovation.

The annual Showcase, included the following:

09/19, 11:30 a.m. – 1 p.m. ET. Guest Speaker: Dr. Donna Hicks Leading with Dignity: How to Create a Culture That Brings Out the Best in People. Welcoming Remarks: Director Robert Santos

09/19, 1-3 p.m. Employee Workshop: How to Make a Difference: The Diversity Council/Champion Effectiveness & Toolkit

09/20, 11:30 a.m.-1:30 p.m. Employee Workshop: How to Be Inclusive in This New Virtual Workplace

09/20, 2-4 p.m. Employee Workshop: Workplace Dialogue in a #MeTOO #BlackLivesMatter Hashtag World

09/21, 11 a.m-12 p.m. Employee Workshop: Building a More Inclusive Future

09/22, 1:30-3:30 p.m. Employee Workshop: Subtle Behaviors of Inclusion: What's Your Micro Trigger?

**Alternative Dispute Resolution (ADR) Training Sessions:**

July 14, 2022 - Alternative Dispute Resolution (ADR) for Managers/Supervisors. (12 participants)

July 21, 2022 - Alternative Dispute Resolution (ADR) for Employees (non-supervisors). (9 participants)

September 15, 2022 - Alternative Dispute Resolution (ADR) for Managers/Supervisors. (32 participants); and

September 22, 2022 - Alternative Dispute Resolution (ADR) for Employees (non-supervisors) (16 participants).

**Administrative and Customer Services Division:**

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While staff have been out of the building, the Administrative and Customer Services Division (ACSD) and specifically the Health and Safety Branch (HSB) continued to develop and offer virtual training and seminars for staff and managers on a wide variety of topics that support the overall health and wellness of staff.

New this fiscal year were training sessions on how to work and thrive in a virtual environment as well as how to deal with the stress and manage working from home. There were at least four (4) training sessions each month.

ACSD also orchestrated and provided detailed training to allow staff to come into the building to clean out in preparation for Census Reimagined (CRI). This cleanout took into account health and safety measures as defined by the CDC for COVID-19, as well as ensure accessibility to building and workstations for all staff.

In executive briefings on emergency planning and response, management of indoor air quality and building remodeling, ACSD considered the impact on persons with disabilities. This ensured consideration of special safety and health needs of persons with disabilities and persons with targeted disabilities.

With most staff out of the building and with Census only occupying the North building, emergency and evacuation plans were updated to ensure staff working in the interim workspaces can be notified and understand how to shelter in place or evacuate in the event of an emergency.

As part of CRI overall emergency preparedness was considered with the new building plans – to include shelter in place, evacuation, emergency notifications, and active shooter training and preparedness.

ACSD worked with the Human Resources Division, Security, IT, General Services Administration (GSA) and others to ensure appropriate plans and training occur to ensure the safety of staff.

Additionally, as part of CRI – ACSD worked with Safety and the Reasonable Accommodations Branch (RAB) to ensure workspaces are accessible and staff with reasonable accommodations will be able to access those accommodations when in the building.

ACSD's Facilities and Management Branch, Space Management Branch and Health and Safety Branch (HSB) coordinated all building remodeling with the Reasonable Accommodation staff to ensure the new layouts are accessible and safe for persons with disabilities. HSB advocated for automatic door openers for spaces such as the Health Unit and restrooms. The branch monitored maintenance of emergency evacuation compliant ramps and ensures that emergency exit doors comply with maximum effort limits for opening. Headquarters garages consist of handicap parking spaces. In addition, spaces labeled "A" are reserved for reasonable accommodations.

**Applications Development & Services Division:**

Applications Development & Services Division (ADSD) hired a 508 Subject Matter Expert (SME) to assist with developing and maintaining agency policies, guidance, and best practices. The Section 508 SME leads initiatives to advance program maturity and focus on providing technical guidance, compliance testing, accessibility issue management, and governance support.

The Section 508 Program Office conducted several in-class trainings during FY22 specific to Section 508. The trainings focused on how to develop and incorporate accessibility into information systems, how to interpret the Web Content and Accessibility Guidelines (WCAG), how to test and remediate findings in digital products and how to develop compliant documentation. The trainings available enterprise wide, also increased the staff's awareness of the needs of people with disabilities, as well as the agencies legal requirements to address those needs.

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The Section 508 Program Office continued working with the Human Resources Division (HRD) and the Client Supports Division (CSD) to provide reasonable accommodations. These tools enable users to perform their jobs and include technology such as screen reading software, voice recognition software, and screen magnification tools. In addition, the office sponsored events during National Disability Employment Awareness Month to bring awareness to Census staff with disabilities.

The Section 508 Program Office continued accessing Census digital products for Section 508 compliance. ADSD established a Section 508 Certification framework to address accessibility compliance needs. During FY22, the team has certified Census websites, applications, and training modules, multimedia material and documents as Section 508 compliant. This framework was recognized by GSA and used as a model process to other agencies.

The Section 508 Program Office presented their service offerings at the July 21, 2022, Department of Commerce CIO Council Meeting. The team also partnered with the Department of Commerce to develop products to meet DOC FY22 DEIA Strategic Plan Objectives (508 Acquisition Checklist, OMB MAX Intranet-site, 508 trainings, Guidance) and promote Section 508 awareness amongst the Department. The team is also a member of DOC's Accessibility Committee, which is part of DOC's Diversity, Equity, Inclusion and Accessibility (DEIA) Council which is charged with implementing Executive Orders related to DEIA.

The Section 508 Program Office partnered with the Department of Commerce Section 508 Program office to meet key departmental FY22-23 DEIA Strategic Plan objectives. The team created the department's new Section 508 Acquisition checklist and established an intranet site to communicate department Section 508 standards. The Census team also developed four online training modules to increase Section 508 awareness within DOC for subject areas such as program management, acquisitions, and software development. These accomplishments satisfied items 4.2a and 4.2b of the U.S. Department of Commerce Diversity, Equity, Inclusion and Accessibility Strategic Plan, 2022-2024.

The Section 508 Program Office presented an overview of Section 508 during the OCIO Topic Tuesday on July 5, 2022. Training topics included why accessibility is important, workplace needs, key things to consider when creating digital products and the top ten accessibility issues our program office routinely sees. The presentation was attended by roughly 110 employees.

The Section 508 Program Office conducted a customer survey to identify training gaps within our subject area. Feedback showed testing and tool instructions were needed. team coordinated a redesign of the Section 508 SharePoint site to provide better 508 guidance, improve site usability, and make it easier for users to access 508 training and testing resources.

**Census Diversity Council:**

On February 17, 2022, Director Santos attended an introductory meeting with Diversity Council members to introduce himself, get to know Diversity Council members and to speak about his goals for the Bureau's Diversity, Equity, Inclusion and Accessibility (DEIA) efforts.

Through conversations with the Diversity Officer and the Office of Program, Performance and Stakeholder Integration (which coordinates the Bureau's Strategic Planning development and reporting), Census Diversity Council incorporated diversity and inclusion aspects throughout the FY22 – FY26 Strategic Plan released in January 2022. Specifically, the Council highlights the development and concentration of new data products that enhance data equity and accessibility in the first two Objectives of the plan to better serve external data users and

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customers. Internally, the Council incorporated DEIA and EEO principles into Objective 3. Internal Organizational Progress through many of their sub-objectives including the Outcome for Objective 3.3.1. which states, "The Census Bureau has a diverse and inclusive workforce where employees from different backgrounds have equal opportunities for success in their current jobs and, if desired, advancement."

Though the Diversity and Inclusion Council and affiliated Affinity Groups did not have a formal role in the management and program accountability of the EEO program, they support and coordinate with the EEODI office to ensure all employees are aware of equal, fair and non-discriminatory employment and workplace practices through our monthly meetings, continued sponsorship of the Diversity Dashboard maintained by the Human Resources Division and various program offerings of the Affinity Groups listed below to educate employees on the benefits of diversity and inclusion and to encourage a safe, respectful, and nurturing working environment:

The Census Neurodiversity Alliance's main accomplishment is its reorganization from the prior Association of Autistic Census Employees. This entailed a name change, charter revision and mission change.

**CenSAS Affinity Group:**

CenSAS has an Office 365 group and a Microsoft Teams Team, with 651 members. Membership is open to any Census employee who uses SAS.

- The group held six meetings during the first three quarters of FY 2022. Two of those meetings included external speakers. (All Census staff are invited to meetings through a BOC announcement, and all BEA staff are invited through an invitation sent to a BEA Training Officer.)
- CenSAS maintains a SharePoint site with previous meeting videos/slides and various information about SAS at Census.
- CenSAS regularly promotes the SAS training available as part of the enterprise site license.

CenSAS routinely and effectively incorporates their events into activities that impact the Bureau's mission and objectives. In this reporting cycle, CenSAS reports the following results:

- CenSAS has an Office 365 group and a Microsoft Teams Team, with 650 members. Membership is open to any Census employee who uses SAS.
- The group held three meetings during the fourth quarter of FY 2022. CenSAS had an external speaker at one meeting. All Census staff are invited to meetings through a BOC announcement, and all BEA staff are invited through an invitation sent to a BEA training officer.
- Members continue to ask questions through email or posting within the Team. Other members respond with advice.
- CenSAS maintains a SharePoint site with previous meeting videos / slides and various information about SAS at Census. The site is set so that any employee can view it.
- CenSAS regularly promotes the SAS training available as part of the enterprise site license.
- Sandra Peterson attended the D&I Council meetings on behalf of CenSAS.
- Michael Thieme talked about "True North" at our September meeting, discussing the need to migrate from SAS to open-source software such as R or Python.

**Census Bureau Welfare and Recreation Association (CBWRA):**



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- Volleyball and Softball leagues organized pick-up games near Suitland Federal Center (SFC) for anyone who wanted to play. The Census Tennis team participated in the Departmental Tennis League where agencies play each other in the DC area. All Census employees and contractors were invited to join through different BOC broadcasts.
- Green Mountain People (GMP) organized numerous hikes in the area, with all GMP members invited to participate. The annual canoe trip returned on June 11, 2022, and all census staff were invited through a BOC announcement.
- CBWRA maintains a SharePoint site and an external website that provides information about various company discounts available to federal employees and Census employees.

**NextGen:**

NextGen focused on creating better equity in opportunity for those that wish to pursue/continue a career in public service with the Census Bureau. They developed proposals and drafted the perspective policies/Standard Operating Procedures for both a Student Loan Repayment Program and a Tuition Assistance Program in hopes of being adopted by the Census Bureau.

**Blacks in Government (BIG) Suitland Federal Center Chapter (SFCC):**

- The Blacks in Government Suitland Federal Center Chapter (SFCC) routinely and consistently reinforced and sent communications to members and organizations regarding Census Bureau activities on training, the Employee Assistance Program, and other crucial information to promote awareness and amplify Bureau offerings.
- The SFCC consistently attended and actively participated in Diversity Council and EEODI sponsored meetings/activities to lend expertise and feedback.
- BIG was instrumental in supporting the Bowie State University kickoff.
- On behalf of its members, BIG coordinated the 13<sup>th</sup> Annual School Supply Drive for schools in Suitland under the bureau's PIE program.
- The SFCC partnered with AFGE local 2782 and Federally Employed Women (FEW) to provide meals and other resources to those receiving service at the Shepherd Cove Women's Shelter.
- BIG members serve annually as mentor and tutor/volunteers with Partners in Education (PIE).
- The Census Bureau established a Data Science partnership with Bowie State University announced in January 2022 as a result of advocacy from BIG.
- BIG continued to work with the Health Unit to provide monthly info sessions for bureau staff concerning COVID updates.
- BIG partnered up with AFGE to coordinate a presentation to the bureau staff about student loan forgiveness.
- BIG participated on the DEIA Implementation Team and the Diversity & Inclusion Council meetings with the affinity groups monthly.

**Derby City Chapter of Federally Employed Women:**

The Derby City Chapter of FEW, with local management support by the National Processing Center (NPC) Assistant Division Chief and SE Regional FEW Manager, Aretha Wilkerson, provided EEO, ADR and Legal and Compliance training to members/non-members in various meetings throughout the year via in person or ZOOM meetings.

Derby City Chapter Federally Employed Women: Support was provided by NPC ADC, Aretha Wilkerson, she is the Federally Employed Women (FEW) SE Regional Manager. Ms. Wilkerson assisted with gathering speakers for training programs via in person or ZOOM meetings.

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Derby City Chapter Federally Employed Women: The Derby City Chapter of FEW is proactive in identifying EEO/Diversity barriers and assist members to overcome those barriers through training.

**Python Users Affinity Group:**

Welcomed new Python Users Affinity Group into the Census Affinity Group community (Council approved inclusion on Friday, August 26, 2022, Deputy Director Ron Jarmin sent Broadcast announcement on Tuesday, September 13, 2022).

**Rainbow Alliance:**

In addition to their monthly general meetings, Rainbow Alliance hosted the following events:

- National Coming Out Day Virtual Cake and Ice Cream Social Featuring Census Ombuds, Bill Maurer, 10/7/2021
- Professional Development Discussions, 10/20/2021
- Transgender Awareness Week informational sessions, 11/15 – 19, 2021
- Capital Pride Festival Booth, 6/12/2022
- Pride Month Celebration with Dr. Vivienne Ming, 6/29/2022

Hosted Diversity and Inclusion Council Annual Showcase September 19 – 23, 2022. The Showcase featured Opening Remarks and welcome by Director Santos, Demography Directorate Assistant Director Eloise Parker, Council Co-Chair, LaVerne Byrd, and Council Co-Chair, Dave Ziaya who introduced the Keynote Speaker: Dr. Donna Hicks.

Dr. Hicks is the pioneering mind behind the Dignity Model, a signature approach that she has applied to the most divisive and deep-seated conflicts around the world. She presented an excellent overview of her findings including how to apply them in our daily work. She then wrapped up her presentation with a question-and-answer session moderated by the Diversity & Inclusion Officer, Stefanie L. Watson.

**Census Bureau R User Group (CBRUG):**

- Meet regularly with CIO and other offices and relayed information to group
- Michael Thieme came to talk to the group about True North, a top-down initiative
- AG leadership attend meetings regularly, there are three of us who attend
- Everyone is responsible and practices good EEO procedures in meetings and the group
- Virtual group that allows equal access to resources and materials
- The group will comply with all policies if this would ever become relevant for group

**The Census Diversity and Inclusion Council and Affinity Group's collective goal is to ensure EEO/ID management and program accountability of all officers and members of their respective organizations.**

**Field Division:**

**Atlanta Regional Office:**

Supervisors and Management continued to investigate reports and allegations that could violate EEO policies and principles. The concerns were addressed, and corrective action was taken immediately when required.

Regional Office (RO) Management, Regional Survey Managers (RSM), and Field Supervisors (FS) participated in a refresher training with the Employee Relations Branch on November 4, 2021.

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The office ensured all supervisory staff (FS and RSM) completed the Legal Update Training for fiscal year 2022, which discussed EEO concerns and situations.

**Atlanta RO Management, RSM, and FS took part in FY 2021-2022 Performance Management Training.**

Supervisors (office and field) completed required trainings: Uniformed Services Employment

and Reemployment Rights Act (USERRA), Veteran Employment, and Access Ability: Hiring Individuals with Disabilities.

The office followed EEO guidance to effectively resolve reasonable accommodation requests to prevent any form of discrimination.

The office continued to utilize telework with staff reporting to the office on a limited rotational basis to perform essential duties as they continued to operate during the COVID-19 pandemic. Census Bureau COVID-19 protocol was enforced for office and field staff to ensure the safety of all employees in the region and the public with which they interacted. The office ensured staff followed all Census Bureau/Department of Commerce, the Centers for Disease Control and Prevention (CDC) and local state guidelines for COVID-19 while in the office. The office implemented measures that allowed the employees to work safely in the space. Employees were expected to practice social distancing (multiple signs were posted throughout the office), many hand sanitizer stations were distributed throughout the office and wearing face coverings or masks was mandatory. Face coverings were provided to all employees that reported to the RO adhering to the Census COVID-19 Face Covering Code of Conduct and recommended CDC guidelines. These requirements were posted throughout the office. The RO purchased various types of safety shields that were strategically placed throughout the office to provide employees additional protection. The RO continued to review all aspects of the office operations to ensure they maintained a safe environment.

The RO continued to post EEO flyers and posters during recruiting sessions and job fairs. EEO information was included in recruiting advertising. EEO information and signs were displayed in the breakroom and main training/conference room of the RO. EEO topics were included in the available courses for Mandatory Supervisory Training.

The RO ensured compliance with EEO inquiries, documents and investigations as requested in a timely manner. All requested documents were thoroughly researched prior to providing responsive material. The Atlanta Region provided timely input and documentation for several EEO complaints, including matters originating in the now closed Atlanta Regional Census Center. All concerns were addressed, and corrective action was taken when required.

Management continued to remind supervisors to interview a diverse set of applicants for all vacancies and other aspects of personnel management, to include selection of staff to work on special projects/tasks, etc. In addition, supervisors and managers promptly investigated reports of alleged EEO policy and principle violations. All concerns were addressed, and corrective action was taken promptly when required.

The Atlanta Regional Office continued its emphasis on recruiting and hiring indigenously for all field staff positions. EEO policies were emphasized in training conducted for the entire RO Administration staff on March 23, 2022.

**Chicago Regional Office:**

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The RO routinely updated and distributed the RO Organizational Chart to regional office staff.

Leadership opportunities were promoted and encouraged across all staff levels.

Regional Director regularly discussed diversity and inclusion of staff team members with all RO Managers at supervisory meetings twice per month.

Statement included on all recruiting bulletins and external recruiting materials that U.S. Census Bureau is an Equal Opportunity Employer.

EEO Posters were displayed throughout the Regional Office.

New managers completed all required veteran training. In addition to new managers, supervisors were assigned for the annual completion of training related to reemployment of veterans, hiring veterans and people with disabilities.

Subscribed to the U.S. Dept. of Labor's Women's Bureau online newsletter to stay abreast of workplace issues that affect women in the workforce.

In Quarter 1, 63 employees completed the "No Fear Training" and 262 employees completed various supervision courses in CLC. In Quarter 2, 286 employees completed the "No Fear Training" and 62 employees completed various supervision courses in CLC. In Quarter 3, 482 employees completed the "No Fear Training" and 34 employees completed various supervision courses in CLC. In Quarter 4, 77 employees completed the "No Fear Training" and 97 employees completed various supervision courses in CLC.

RO outreach to the National Association for the Advancement of Colored People (NAACP), the Urban League, and American Indian tribes for recruiting. Job vacancies were shared with community-level partners, including many minority organizations, through GOV delivery messaging and telephone contacts.

The office continued work in identified geographies where the data represented the diverse communities within the region. The RO hosted recruiting sessions at the Census tract/zip code level to reach these communities. The RO completed five recruiting sessions in strategic areas resulting in 46 (1<sup>st</sup> Quarter), 30 (2<sup>nd</sup> Quarter), 98 (3<sup>rd</sup> Quarter) applicants and job offers were made to 10 candidates that represented the prevailing languages spoken in our region. The office focused recruiting activities in strategic areas resulting in 190 applicants that represented the prevailing languages spoken in the region. Of the 190 applicants, job offers were made to 24 bilingual/multilingual candidates.

The CRM is also being used in recruiting efforts to utilize these contacts with focus on language needs for select areas. The RO used CRM to target hard to recruit areas for current surveys and in preparation for American Housing Survey (AHS) and Survey of Income and Program Participation (SIPP).

Monthly meetings were scheduled with tribal areas in the region to foster recruitment.

Recruiters displayed EEO poster at each assessment session administered.

Regional recruiting efforts included a review of data to identify areas where primary languages other than English are spoken at home and customized recruiting efforts in those areas.

Rehabilitation Act program were regularly reported on and discussed at group meetings to address their effectiveness, efficiency, and legal compliance.

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All RO employees were encouraged to take advantage of available training opportunities, especially those available through the Census Learning Center, to enhance their skills sets.

All managers were invited to attend Federal Executive Board (FEB) initiative on diversity and inclusion.

All RO staff attended a Tribal Cultural Awareness session.

Regional Director Sanders attended the following events:

- Hispanic Heritage Month kickoff event.
- Screening of Color of Care. This film highlighted the inequities in healthcare and outlined disparities related to the delivery of care, particularly related to COVID 19.
- Chicago Community Kickoff for the 2022 Asian Pacific American Heritage Month event.
- Whitehouse Initiative on Advancing Education Equity, Excellence and Economic Opportunity for Hispanics.

New supervisors and managers completed CLC courses covering the equitable and fair treatment of their direct reports.

The regional office continued to work through the Workforce Recruitment Program(WRP). In Quarter 2, two hiring managers attended a Webinar for refresher on utilizing the Workforce Recruitment Program sponsored by the Federal Executive Board.

The RO hosted a Diversity and Inclusion training for staff in May 2022.

EEO and other sound management practices were routinely discussed in daily management meetings with coordinators, Assistant Regional Directors (ARD), Assistant Regional Census Managers (ARCM), and the Regional Director. Regional Director routinely emphasized that all employees must be treated equally, across programs and across managers.

All new and existing staff have been provided ARD contact information and designated time of availability to address questions or concerns to head off any issues that could develop into perceived discrimination. In addition to providing the contact information, each new hire was invited to a listening session with ARDs to discuss any issues as they settle into their position.

Staff were assigned to attend diversity briefings through Federal Executive Board.

The Chicago Regional Office received one record for retention request for the 1<sup>st</sup> quarter of FY22, three record retention requests for the 2<sup>nd</sup> quarter of FY22, three record retention requests for the 3<sup>rd</sup> quarter of FY22 and one record retention request for the 4<sup>th</sup> quarter of FY22. Requested documents were provided timely.

The RO maintained a complaint tracking system for any EEO complaints received, including dates to ensure timely resolution within established guidelines.

Established RO practice to utilize the Chicago Federal Executive Board's designee for any cases for Alternative Dispute Resolution.

Regional Office maintained a recruiting tracking system.

Management fully complied with final Equal Employment Opportunity Commission (EEOC) orders for corrective action and relief in EEO matters.

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**Denver Regional Office:**

The Regional Office (RO) routinely updated and distributed the Organizational Chart to office staff.

Statement included on all recruiting bulletins and external recruiting materials that U.S. Census Bureau is an Equal Opportunity Employer.

EEO Posters were displayed throughout the Regional Office.

The RO continued to allow staff to remotely work in response to the COVID-19 pandemic. Essential personnel were in place to keep critical Census work active. Safety protocols were enforced, as the RO increased staffing levels to 60% capacity and reimplemented mask requirements for all. Field employees continued to wear masks while on duty.

The RO employees were required to sign in each morning indicating that they do not have any of the common symptoms of COVID-19. Anyone who exhibited symptoms was asked to work from home if possible.

The Post Enumeration Survey (PES) was in the final operation for the 2020 Census. The very last phase will be conducted in the first quarter of FY 2022. To be successful, employees hired to conduct the operations were from local communities and represented the diversity of those communities.

Management and supervisory staff promoted positive office morale through the planning and implementation of various events.

Continued a major commitment to reduce the overall number of Field Representative (FR) vacancies for the monthly surveys in the region. This is an on-going effort. A strong hiring effort was made to support the Survey of Income and Program Participation (SIPP) survey that started in Feb 2022.

RO Surveys discontinued operating under the Re-structured Regional Survey Manager (RSM) Pilot and returned to the traditional RSM E/G structure – due to the unsustainable workloads on the Program Coordinators.

Supervisory staff were encouraged to take the offered Diversity and Inclusion training as part of their required annual mandatory training hours.

Tribal Diversity training was conducted for new RSMs in the office and the regional Geographers.

Tribal Diversity training was conducted in March by Regional Tribal Specialists for the Geography staff at Headquarters (HQ) and the other regions.

A permanent Tribal Specialist was hired at the Denver Regional Office. This person will support Tribal Government to Government relations for several Census regions.

A formal meeting was conducted in early March to establish the Field Tribal specialist program (4 staff nationally) to support ongoing surveys, hiring, Census data use, and maintain relations between Census decades. The first quarter Tribalgram newsletter was shared with staff.

Tribal Specialists promoted jobs during the National Tribal GIS meeting in Albuquerque in April.

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Tribal Specialists secured a booth free of charge at the National Native American Softball tournament in September in Utah. Field Supervisors (FS) from the local area worked the booth promoting jobs. Tribal Specialists also sent Denver RO job announcements to their network of partners.

The RO has continued to select FRs from the pool of candidates referred from Decennial; however, the number of interested applicants is very low. As a result, the RO resumed on-the-ground Recruiting efforts. The RO has been successful in working with Work Force centers, attending job fairs (virtual and in-person), community sponsored events, food pantries, etc. to promote FR jobs. Online advertising on Facebook, Next Door, and attendance via virtual job fairs were explored. On-going efforts were made to include recruiting advertising for Bilingual/Spanish applicants. Additional efforts were made to hire FRs residing within Tribal Nations.

Regional Office outreach through various avenues to share job vacancies and educate public on Census data to include many minority organizations, through GOV delivery messaging and telephone contacts. Some examples are:

- State employment offices
- Social services offices
- Local nonprofit agencies
- Public libraries
- City government offices
- County government offices
- Community centers
- Senior centers
- Tribal government offices
- Churches
- Civic associations
- Community associations
- Neighborhood associations
- Religious organizations
- Senior citizen organizations
- Ethnic organizations
- Retiree organizations such as American Association of Retired Persons (AARP)
- Retired military organizations
- Veterans' organizations
- Community newspapers
- Local television stations
- Local radio stations
- Social Media

Due to the increased pool of candidates the RO had available to Decennial applicants, the RO did not have a great need to outreach with these organizations; however, the RO was successful in working with Work Force centers, and local communities to promote FR jobs, along with radio, newspaper, and newsletter advertising. Online advertising on Facebook, Next Door, and attendance via virtual job fairs were successful. On-going efforts were made to include recruiting advertising for Bilingual/Spanish applicants. Additional efforts were made to hire FRs residing within Tribal Nations.

All RO employees were encouraged to take advantage of available training opportunities, especially those available through the Census Learning Center, to enhance their skills sets.

All RO and Field staff completed the annual Data Stewardship training.

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All Supervisors completed the annual Legal Update Seminars.

All Office employees completed the annual Time & Attendance WebTA training; Regional Office supervisory staff also completed the annual Time & Attendance training for Supervisors.

Field Staff completed the annual WebTA Time & Attendance training.

Mandatory Veterans training was assigned to all RO supervisors and FSs.

Applicable new staff completed Ethics training.

Field staff continued to follow COVID-19 safety protocols while making personal visits to complete survey assignments.

EEO and other sound management practices were routinely discussed in biweekly management meetings with all levels of management and the Regional Director. Regional Director routinely emphasized that all employees must be treated equitable, across programs and across managers.

The RO maintains a complaint tracking of any EEO complaints received to ensure timely resolution within established guidelines.

Management and supervisory staff routinely responded to requests for information as needed for all personnel and EEO matters.

Disciplinary action was taken for those employees who were non-compliant with the COVID-19 Testing Requirements.

RO resumed issuing Performance Improvement Plans (PIP) for poor performing field staff.

**Los Angeles Regional Office:**

Settled complaints and reasonable accommodation requests efficiently and in compliance with program directives and objectives.

The Regional Office (RO) complied with all guidelines established by the Department of Commerce, including working towards completing all mandated yearly trainings to maintain a healthy management team.

All supervisory office staff received Reasonable Accommodation Training on July 13, 2022, or July 14, 2022. This training was provided by HQ staff and covered "Deafness, Communications and Reasonable Accommodations".

Settled complaints and reasonable accommodation requests efficiently and in compliance with program directives and objectives.

New supervisors and managers completed Commerce Learning Center (CLC) courses covering the equitable and fair treatment of their direct reports.

The RO continued to post EEO flyers and posters during recruiting sessions and job fairs. EEO information was included in recruiting advertising. EEO information and signs were displayed in the breakroom and main training/conference room of the Regional Office. EEO topics were included in the available courses for Mandatory Supervisory Training.



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The Regional Office maintained a complaint tracking of EEO complaints received to ensure timely resolution within established guidelines.

Management and supervisory staff routinely respond to requests for information as needed for all personnel and EEO matters.

**New York Regional Office:**

The New York Regional Office (NYRO)/New York Regional Census Center (NYRCC) complied with all guidelines established by the Department of Commerce, including working towards completing all mandated yearly trainings to maintain a healthy management team. The management staff at the NYRO/NYRCC met daily to discuss office issues and concerns. Managers at both the RO and RCC continued to have monthly meetings throughout the year with the legal team to discuss emerging trends related to EEO cases and tools/tips to avoid EEO issues.

Working together with EEO throughout the year was a normal activity for the office. The RO staff was provided with the necessary tools and EEO training to maintain effective managerial, communication and interpersonal skills.

All supervisors and managers worked towards completing all trainings, including: The No Fear Act, Uniformed Service Employment and Reemployment Rights, Veterans Employment Training for Human Resources Division (HRD), Roadmap to Success- Hiring Retaining, including people with Disability, Legal Update Seminar, Human Resource Management Training, and Prohibited Personnel Practices/Whistleblower Protection. Additionally, staff were reminded of EEO policies and procedures during supervisory and management meetings. The NYRO/NYRCC implemented effective reasonable accommodation procedures and worked closely with the Employee Relations Branch (ERB) and HRD.

The RO posted signs/posters regarding EEO practices throughout the regional office. The office encouraged employees to make use of the Employee Assistance Program (EAP), when applicable. Most importantly, the office discussed EEO practices at supervisor and management meetings. All office and field job postings were shared with the entire office and field staff. Employees shared best practices and experiences with each other.

The NYRO/NYRCC is part of a fair and impartial complaint process. The NYRO/NYRCC responded timely to all inquiries and followed all guidelines/recommendations. The RO worked expeditiously with HRD and ERB when complaints arose.

The NYRO/NYRCC is in full compliance with the law and responds to Equal Employment Opportunity Commission (EEOC) directives and orders as required.

**Philadelphia Regional Office:**

The Philadelphia Regional Office management team promoted an inclusive culture in the workplace by fostering an environment of professionalism and respect for personal differences. The Regional Office (RO) fostered open communication and early dispute resolution. This attempted to minimize the chance of misunderstandings escalating into legally actionable EEO problems.

The RO established productive scheduling in the office which provides for social distancing.

The RO established neutral and objective criteria to avoid subjective employment decisions based on personal

**EXECUTIVE SUMMARY: ACCOMPLISHMENTS**

stereotypes or hidden biases.

The RO continued to mitigate the challenges brought about by the COVID-19 pandemic and its impact on office and field staff. The agency adapted to the needs of staff safety and the need to complete the mission of the agency.

Monitored for EEO compliance by conducting self-analyses to determine if current employment practices disadvantage people of color, treat them differently, or leave uncorrected the effects of historical discrimination in the agency.

The office ensured promotion criteria was made available to all staff and that job openings were communicated to all eligible employees.

Hiring, selecting, and training was completed virtually.

Developed the potential of employees, supervisors, and managers with EEO in mind, by providing training and mentoring to workers of all backgrounds. Highlighted opportunities to enhance their skills and gain valuable experience. Offered information necessary to perform well and ascend to upper-level positions. Due to COVID-19, training and development continued virtually.

The Philadelphia Regional Office established a neutral objective criterion to avoid subjective employment discrimination decisions based on personal stereotypes or hidden biases. Protected against retaliation. Provided clear and creditable assurances that if employees make complaints, the employer will protect employees from retaliation, and consistently followed through on this guarantee.

All new staff completed required Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) training. The office is in full compliance. The RO submitted Human Resources (HR) related correspondence through Employee Relations Branch, reviewed Office of General Counsel (OGC) recommendations and engaged with OGC in the legal process.

**Human Resources Division:**

The Human Resources Division (HRD) distributed 796 Individual Leadership Profiles (ILP) to managers GS-13 to SES who participated in the succession planning data collection efforts.

The ILP helps to inform managers regarding their talent pipeline and provides guidance for addressing conscious and unconscious biases that can interfere with making diverse successor identification and development decisions.

HRD published their new controlled access Workforce Planning Dashboard that allows for human capital data visualizations from FY17-FY22. The new dashboard visualizes retirement eligibility and separations by age and generation. HRD hopes that this data will help senior leaders understand and anticipate the movement of staff to provide the proper level of support to various groups and inform human capital decisions.

HRD updated their Diversity dashboard. It is also accessible to all Census employees and provides statistical data on the diversity of the bureau's workforce.

In FY22, HRD facilitated bi-weekly Human Capital Council Meetings to speak with senior leaders regarding human capital initiatives. In these meetings, concerns for employees at all workforce levels and demographics were addressed.

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Conducted Brown Bag sessions for supervisors and managers to assist with understanding requests for leave under the Paid Parental Leave Act and Family Medical Leave Act. Conducted Disciplinary and Adverse Action sessions providing guidance and recommendations to managers and supervisors identifying issues with performance or conduct.

HRD sent all packages for reorganization requests to the Office of Equal Employment Opportunity and Diversity & Inclusion (EEODI). This exchange of information ensured that reorganization requests were reviewed to verify movements have no negative impact on the employees.

Delivered 10 monthly Reasonable Accommodation Management Briefings, 190 manager/supervisor attendees.

Employee Relations Branch (ERB) reviewed cases and provided guidance to ensure comparable issues are processed similarly, considering progressive discipline and mitigating factors.

Developed new Interpreting/Captioning Service Provision training for corporate-wide training to the Field Division (FLD) and Headquarters (HQ). Initial delivery was July 2022, 35 participants.

Initiated the creation of the Reasonable Accommodations Branch (RAB) Training Suite, which will include Disability Sensitivity and Communication and the Interactive Process.

Trained 10 ACSD safety/workers compensation staff on reasonable accommodations in relation to workers compensation.

Finalized Reasonable Accommodations Standard Operating Procedures and Business Process Map.

Finalized Reasonable Accommodations updates to FLD for the Field Administrative Manual.

Entellitrak Reasonable Accommodation (ETK RA) tracking system implementation.

Collaborated with ACSD to coordinate accommodation provision efforts in preparation for Census Reimagined and the repopulation of the Suitland Federal Center (SFC) facility, including procedures for repurposing existing RA chairs and implementation of a new generic-use scooter protocol.

Updated the Reasonable Accommodation internal and outward-facing webpage, actively participated in Disability Awareness Month and contributed Reasonable Accommodation and Disability Program data for the 2021 MD-715.

One hundred percent (100%) of adverse actions pertaining to performance and conduct were vetted through the Office of General Counsel for compliance prior to issuance to the proposing and deciding official.

EEO requests for information related to COVID 19 religious reasonable accommodation (testing requirement) = 11

General EEO requests for information regarding reasonable accommodation = 27

OGC requests for information = 19

COVID-19 Screening Testing Processed: eight (8) medical reasonable accommodation requests to the testing requirement and 10 Religious Accommodation requests to the testing requirement. Developed draft template

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

memos for the intake and interactive process, vetted through OGC. Assisted the Reasonable Accommodation Review Panel (RARP) in sending their decisions to the requestors.

COVID-19 Vaccination Prior to the Executive Order (EO) 14043 injunction: Received approximately 1,114 COVID-19 vaccination religious reasonable accommodation requests and 495 COVID-19 vaccination medical reasonable accommodation requests. Negotiated a process with the American Federation of Government Employees (AFGE); mapped the process; created an email address for receipt of religious accommodation requests; created a secured drive, organized folders and obtained access for the RARP; and developed draft template memos for the intake and interactive process, vetted through OGC.

Drafted updates to the Enterprise Succession Management Plan FY22-26 and created directorate-level succession overviews for each directorate.

- The data and recommendations in these reports are based on the Succession Planning Leadership Profile (SPLP) survey distributed in 2<sup>nd</sup> Quarter, FY22. The data from the reports helped identify the diversity in our leadership team within each directorate so that management can make informed decisions about further diversifying the future leadership pool.

Diversity Dashboard - the dashboard is accessible to all Census employees via the Census Central SharePoint site. It provides statistical data on the diversity of the bureau's workforce and updated every pay period.

Diversity Dashboard (REVISED) - The next iteration of the dashboard has been created, adding in additional filtering capability, improved map and new layout. The dashboard has been demonstrated to and approved by the bureau's Diversity & Inclusion Council and is currently progressing through the disclosure avoidance review process. After it is approved by Disclosure Review Board the dashboard will be published and posted to Census Central SharePoint site, replacing the current version of the dashboard.

Published two additional dashboards. The U.S. Census Employee Headcounts and the Workforce Planning dashboards are multi-tabbed dashboards that provide current and historical (back to FY14) analytics of the Bureau's workforce to assist senior leaderships in driving knowledge-based decisions.

- U.S. Census Employee Headcounts Dashboard: Focuses on headcounts and is updated every pay period. It provides statistical/analytical workforce data and visualizations by pay period or fiscal years, filterable by Site (HQ, NPC, Regional Office, etc.), and organizational hierarchies (Directorates and Divisions). Additionally, many visuals have hierarchy drill-down capabilities (fiscal year and organization) for granularity.
- Workforce Planning Dashboard: Focuses on workforce/succession planning and is updated every pay period. It provides statistical/analytical data on attrition rates, retention rates, new hires, separations, and more on the workforce by pay period or fiscal years, by organizational hierarchy (Directorates and Divisions) with many visuals having drill-down capabilities (fiscal year and organization) for granularity.

Bureau's Turnover data for FY2022, 4<sup>th</sup> Quarter - (includes all Permanent and Temporary employees with Full time, Part time and Intermittent work schedules)

- Attrition rate — 5.68%
- Retention rate — 96.11%

Collaboration between Reasonable Accommodations, Labor Relations Branch and Union for Entellitrak Reasonable Accommodation (ETK RA) Change Management for submitting and tracking reasonable accommodation requests.

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Delivered three monthly Reasonable Accommodation Management Briefings for manager/supervisor attendees.

Delivered new Deaf and Hard of Hearing training for manager/supervisors in the LA Regional Office.

Advisory meetings with Administrative and Customer Services Division (ACSD) for HQ accessibility for people with disabilities and development of a system of daily provisions for providing reasonable accommodations in a 'hoteling' work environment.

Establish formal Federal Communications Commission (FCC) Census liaison. Timely response to FCC mandate to register and validate all video phones to all Census Bureau Offices, nationwide.

Offered a wide variety of courses that were designed to be proactive in the prevention of unlawful discrimination. Training that consisted of EEODI components to include courses such as: Human Resources Management (HRM), which is required of all new supervisors; HRM Refresher, which is required of supervisors every three years; Legal Update, which is required annually; a Psychological Safety series; and Reasonable Accommodations to name a few were completed by 1,627 people.

From July 1, 2022 – September 30, 2022, an additional 1,585 people completed courses such as Inclusive Leadership, Diversity, Equity and Inclusion Fundamentals, Civil Treatment for Leaders, and the DEIA Strategies Action Plan.

Identified EEODI courses for our Leaders Lead Program that is housed on the landing page of the Commerce Learning Center, which can be accessed 24/7.

Developed and received final approval for RAB Standard Operating Procedures and Business Process Map.

Developed and received final approval for RAB updates to FLD for the Field Administrative Manual.

Updated the HRD RAB internal and outward-facing webpage and RAB actively participated in Disability Awareness Month through presentation of three reasonable accommodation sessions.

**Performance Culture and Recognition Branch, Human Resources Division:**

Performance Culture and Recognition Branch (PCRB) supported the Bureau's performance and retention goals, developed and implemented the performance management system, and aligned with career development activities Bureau-wide. This included monitoring awards and recognition and provided guidance to ensure Directorates and Mission Support Offices' performance goals aligned to the Bureau's mission requirements and strategy. Administered and managed the Census-wide performance management process, aligned employee performance goals to strategic priorities. PCRB also ensured effective talent management across the Bureau by implementing and maintaining a system that engages, develops, and inspires a diverse, high-performance workforce. PCRB created, implemented, and maintained effective performance management strategies, practices, and recognition and awards programs.

Updated FY2023 Performance Management Planning guidance to incorporate new DOC Strategic Goals and Objectives.

Revised and issued FY2022 Performance Management Planning guidance that included the new Department of Commerce (DOC) critical elements, Customer Service for all employees' Performance Management Records (PMR), and Leadership/Management for all supervisors' PMRs.

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Award Program Diversity, Equity and Inclusion (DEI) reporting on nomination awards provided to and at the request of leadership. PCRB compiles data on a yearly basis. The data is analyzed by branch Subject Matter Experts (SME) to include DEI baseline data, gaps, trends, and areas for improvement such as a more DEI focused applicant pool and making programmatic changes to increase/align with DEI efforts.

With support from leadership, development is underway for an internal solution to automate the performance management process for better efficiency, accountability, data reporting, and transparency.

Initial phase of collaboration with Census' Transformation Evaluation and Accountability Track Team, for a review of Award Program and reporting capability on the utilization and DEI data of all award types granted.

Revised and issued FY2022 Performance Management Planning guidance, to include:

Updated performance elements for: 1.) Customer Service (applicable to all employees), that promotes diverse collaboration, and 2.) Leadership/Management (applicable for all supervisory positions), that promotes and holds supervisors accountable for employment actions that follow MSP, equal employment opportunity, and equity and inclusion principles, employee engagement, collaboration, open and ongoing dialogue, and utilization of recognition programs to acknowledge employee performance and contributions.

Conducted Supervisor and Employee Town Hall Briefing/Training sessions on the Performance Management and Award Programs processes, to include socializing the Performance Metrics Planning initiative.

Advised the requirement that all managers and supervisors must have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program.

Routinely engaged with newly onboarded employees (supervisory and non-supervisory) during New Employee Orientation sessions creating awareness on Performance Management and Award Program processes and what to expect within first 30 days.

Consulted with the co-chairs of the Diversity and Inclusion Council on proposal to add a monetary award to the special operating unit awards for Diversity Champion and Leadership, and Equal Employment Opportunity.

Compiled demographic data on The Public Service Recognition Awards (PSRA) recipients and the gold, silver, and bronze medal nominees and recipients. The data is compiled on a yearly basis.

Initial phase of collaboration with Census' Transformation Evaluation and Accountability Track Team, for a review of Award Program and development of an internal solution for capturing demographic data on award types granted.

Provided guidance and advisement on compliance action requirements in accordance with legal decisions involving performance and/or award determinations.

Responded to document requests and investigatory interviews in accordance with legal proceedings.

**Training Development & Management Programs Branch, Human Resources Division:**

From October 1, 2021 – June 30, 2022, the Talent Development and Management Programs Branch (TDMPB) has offered a wide variety of courses that were designed to be proactive in the prevention of unlawful discrimination. The training that consisted of EEODI components to include courses such as: Human Resources

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Management (HRM), which is required of all new supervisors; HRM Refresher, which is required of supervisors every three years; Legal Update, which is required annually, a Psychological Safety series; and Reasonable Accommodations to name a few, were completed by 1,627 people. Additionally, the branch identified EEODI courses on for their Leaders Lead Program on the landing page of the Commerce Learning Center, which can be accessed 24/7.

**National Processing Center:**

**Continued Implementation of COVID -19 Safety Measures for FY22**

- Conducted weekly Senior Leadership COVID-19 briefings on Mondays and bi-weekly Pandemic Task Force meetings to share relevant information on COVID-19 updates, trends and impact on National Processing Center (NPC) staff and operations.
- Continued Lunch and Learn sessions that allowed staff the opportunity to increase skillsets.
- To ensure social distancing, installed approximately 175 plexiglass barriers for staff.
- Modified doors and office furniture to enforce social distancing.
- Per Center for Disease Control (CDC) guidance, implemented the mandatory use of face coverings and social distancing.
- Established formal processes for COVID-19 notification and alerts to staff.
- Developed and implemented a contact tracing program — Nurses in the Health Unit performed contact tracing that is consistent with CDC guidance on the process of how to identify close contacts, how to interview the COVID-19 positive case, skills for effective communication, how to properly follow up with the individual and how to monitor the health status of an employee.
- Developed and implemented an on-site COVID-19 testing program.
- Posted approximately 250 COVID-19 awareness signs to encourage COVID-19 safeguards.
- Modified multiple floorplans to accommodate social distancing recommendations.
- Continued to maintain on-site COVID-19 testing program.
- Based on CDC guidelines, developed strategy to host on-site gatherings.

NPC Recruitment — The NPC recruitment strategy encompassed a multi-pronged approach to ensure employment opportunities are shared broadly among diversity organizations. The strategy is developed and managed by members of the Human Resources Branch at NPC.

**Disabilities and Veteran Staffing Support**

NPC partners closely with several community organizations that specialize in assisting individuals with disabilities and veterans to include non-military, military, veteran, and minorities in fulfilling their career goals.

The organizations are Coalition for Workforce Diversity, Options Unlimited Inc., KY Office for the Blind, Kosair Shriners Club, Vocational Rehabilitation, Kentuckiana Works, Center for Accessible Living, Office of Resilience and Community Services, Veterans of Foreign Wars, WorkOne, Southern Indiana Veteran Services, KY Career Center Veteran Services, Premier Veterans, Rex Robley VA, Harrison County Veteran Services and VFW Eagles.

A primary partner for NPC is the Coalition for Workforce Diversity, an organization that represents individuals with a broad range of disabilities. NPC attended scheduled virtual events to connect with persons with disabilities, employment advocates and job coaches to discuss job opportunities at NPC. Human Resources staff and the Communication Specialist provided support for this function.

NPC hired nine veterans with veteran's preference.

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Reasonable Accommodations — To ensure equal opportunity for all employees, NPC completed the following activities:

- Began research on tools compatible with contact center technology for impaired employees.
- Term was extended for a full-time American Sign Language (ASL) interpreter through 2023. The ASL interpreter completed approximately 250 individual assignments in FY2022 and coordinated the requesting process, scheduling, access, security, and supervision of contract interpreters.
- The ASL interpreter assisted in training sessions, increased awareness, access, and communications for the deaf community at NPC.
- NPC maintained relationships with local interpreting agencies to enhance ASL coverage.
- The ASL interpreter facilitated last minute training and meetings. This flexibility gave NPC a 100% assignment fill rate.
- NPC continued use of four ZVRS videophones, housed in four-separate locations, which allow quick access to secure interpreting services. The ASL interpreter collaborated with NPC IT Department ensuring all videophones were installed/relocated correctly and functioning properly. In addition, the ASL Interpreter was able to support secure videophone services where she performs teleworking, and all deaf and hard-of-hearing employees can contact the interpreter to secure last-minute interpreting accommodations and access to clear communication.
- Supported deaf and hearing-impaired employees using UbiDuo Face-to-Face Communicator. The device is designed using a peer-to-peer network with split-screen display to facilitate direct, face-to-face text communication between deaf and/or hard of hearing staff.
- Ensured data safeguard procedures were observed regarding personally identifiable information.
- Provided five scooters and one manual wheelchair to individuals with mobility limitations.

To make parking more efficient for staff, 30 handicap parking spaces were reassigned or relocated.

- NPC provided an on-site, full-time interpreter
- NPC provided an on-site, full-time Reasonable Accommodations Coordinator
- NPC provided an on-site, full-time Employee Assistance Program (EAP) counselor through May 2022
- NPC provided an on-site, full-time associate Ombuds representative
- Assured American with Disabilities Act (ADA) compliance by installing automatic opening and closing hardware on doors for staff with limited mobility
- To ensure safer driving conditions, NPC installed 20 temporary speed bumps throughout campus.

Continued supervisory training with session on Unconscious Bias & Cultural Inclusivity presented by the Office of Equal Employment Opportunity and Diversity & Inclusion.

**Office of Employee Engagement**

- Office of Employee Engagement (OEE) implemented Stay Interviews to learn what keeps employees working for the agency for long periods of time, and what aspects are working well, and also those that may need improvement. The stay interview provided an opportunity between the OEE and staff, to build trust and to assess the degree of employee satisfaction and engagement that exists in a department or within our agency. Ensuring that employees feel the agency cares about their viewpoints, and want to understand their thoughts, needs, and feelings.
- OEE also launched the Restorative Practice Training to develop community among co-workers and managers to manage conflict and tensions, providing an opportunity to repair harm and rebuild the employee management relationship.

**Communications Directorate:**



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**Manager/Supervisor Trainings:**

ADCOM DEI Workshop — 2-part series

Part 1 4/27/22 — 58 participants

- Understanding our Intersecting Identities
- Becoming Cognizant of our Unconscious Biases
- Cultivating Curiosity for Continued Learning
- Building Cultural Intelligence for Inclusion

Part 2 5/4/22 — 58 participants

- Building Inclusive External Communications
- Adopting Equitable Hiring Practices
- Committing to DEI

**Office of the Chief Administrative Officer:**

October 5, 2021, town hall with Census Bureau Supervisors and Managers on the COVID-19 Vaccine Mandate, provided by the COVID-19 Task Force.

**Research and Methodology Directorate:**

For FY22, Research and Methodology (R&M) utilized trainings offered by the Human Resources Division (HRD). Below are training and recruitment activities that R&M had a direct connection with.

**Training**

Labor Relations Training for supervisors and managers — Hosted by the Labor Relations Branch of Census, HRD. Duration was throughout FY22.

**Recruitment Activities**

***Workforce Recruitment Program (WRP)***

Conducted outreach with the WRP to advertise opportunities within R&M and the Census Bureau for persons with a disability.

***2022 Associate Director for Research and Methodology Job Fair (May 2022)***

Conducted outreach with 22 colleges and universities to promote participation at the job fair and to encourage soon to be college graduates to apply. Out of the 22 institutions, the following minority serving institutes were contacted:

- Bowie State University
- Morgan State University
- Howard University
- Virginia State University

**Bowie State University Datathon**

HRD currently has a partnership with Bowie State University developing a pipeline for Data Scientist. R&M had several executive leaders and staff support the partnership. One of the biggest contributions was the Data Science

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Symposium/Datathon hosted by Bowie in April of 2022.

**Geography Division:**

**The Opportunity Project – Puerto Rico Summer 2022:**The Census Bureau and the Department of Housing and Urban Development collaborated on a problem statement for The Opportunity Project Summer 2022 Sprints – *Transforming Local Addressing Systems in Puerto Rico*. The vision for the 12-week sprint was to provide momentum for municipal governments to continue their efforts to fill in locatable address and street name gaps. In addition, standardize and openly share address information, and develop best practices to build an address data infrastructure that will advance equity and benefit communities. Product teams that participated in the sprint, developed products to help fulfill this vision, including an awareness campaign, an application to match addresses to building footprints, and a toolkit to help municipios create addresses. Minimum Viable Product (MVP) demos were completed in mid-December 2022. The final Demo Day is on February 22-24, 2023.

**Sunshine Week Geospatial Data Panel discussion on Data Equity:**Geography Division staff moderated the *Transparency and Data Equity* Sunshine Week’s Geospatial Data Panel discussion with federal representatives from Department of Commerce and Department of the Interior (DOI)—03/16/22.

**EXECUTIVE SUMMARY: PLANNED ACTIVITIES**

**In FY2023, Census will work to drive innovation and organizational outcomes through continued use of the Office of Equal Employment and Diversity & Inclusion (EEODI) data and evidence-based decision-making, by focusing on continuous improvement; adopting a collaborative, bureau-wide partnership approach to diversity, equity, inclusion, and accessibility; prioritizing accountability throughout the agency; and, working to understand the varying perspectives of our diverse workforce, stakeholders, and customers.**

**Additionally, pursuant to the White House Executive Order 14035, Diversity, Equity, Inclusion and Accessibility (DEIA) in the Federal Workforce, Census will develop a DEIA Strategic Plan to outline important operating principles to advance DEIA. EEODI's ability to partner and collaborate intra-agency with colleagues in Human Resources Division (HRD), Field Division, National Processing Center (NPC), the Diversity Council, Affinity Groups and key staffing offices will further support the advancement of DEIA efforts throughout the agency. The following activities have been planned to support continued effort:**

**EEODI Planned Activities for FY2023**

**Increase awareness of and participation in the design and implementation of procedures and practices (ex: anti-harassment, which includes sexual and non-sexual harassment, anti- reprisal, etc.) that advance EEO - DEIA (EEODI/HRD/Labor Management Council).**

- Measure 1- Tracking participation of managers and supervisors in anti-harassment program (note - this is the law)**
- Measure 2- Increase in completion of anti-harassment trainings**

**EEODI Planned Training for FY2023**

- Alternative Dispute Resolution (ADR) for Managers/Supervisors**
- ADR for Non-supervisors**
- Facts & Snacks: U.S. Efforts to Combat Systemic Racism**
- ELI Civil Treatment Workplace for Employees (non-supervisory)**
- ELI Civil Treatment Workplace for Employees (supervisory)**
- Facts & Snacks: Federal Women's Employment Data Webinar**
- Retaliation/Reprisal: Let's Talk About It! for Employees**
- Retaliation/Reprisal: Let's Talk About It! for Managers/Supervisors**
- Facts and Snacks: The Diversity, Equity, Inclusion and Accessibility Strategic Action Plan FY2022 Accomplishments**
- Facts and Snacks: Becoming An Ally – Supporting A Culture of Growth, Equity and Inclusion**
- Inclusive Leadership, Duty to Act (supervisors/leadership/managers)**
- ADR Mock Mediation**
- ADR Mock Mediation for Non-supervisors**

**ACSD Planned Activities for FY2023 and Beyond**

**The following plans are being developed as part of Census Reimagined:**

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- **Gender non-binary employee restroom and locker room usage** - For the restrooms on floors 1, 4, 5 and 8, which were required to meet new occupancy load requirements.
- **Identified areas/spaces/rooms for breastfeeding** - There is a mother's room on every floor.
- **Wheelchair/scooter accessible workspaces** - Workstations and accessible meeting rooms.
- **Restroom automatic door openers** - Floors 1, 5, and 8 new single occupancy bathrooms.

**Census Diversity Council Planned Activities for FY2023 and Beyond**

**Throughout FY2023** - The Derby City Chapter of FEW plans to continue training on the following areas: Diversity, Compliance, Legislative and Training. These are our four focus areas. We have various regional and national training opportunities via in person and remote sessions planned as well.

**July 2023- Diversity and Inclusion Council Annual Showcase**

**July 7, 2023 - Diversity Council Retreat to dig into 2021 MD-715 findings and State of the Agency report to determine future action items in support of specific and broad DEIA efforts.**

**FY2023 - TBD-** Review and update the Diversity and Inclusion Council's Strategic Plan to identify strategies and activities to support diversity and inclusion efforts carried out by the Council and our Affinity Groups.

**FY 2023-** The Derby City Chapter of FEW plans to continue provision of training in four focused areas including Diversity, Compliance, Legislative and Training.

**Q3 FY2023-** NPC Singers and Musicians: Plan to reconvene meetings in Summer 2023 provided COVID-19 subsides.

**FY2024-** Women in Data Science event at HQ

**HRD Planned Activities for FY2023 and Beyond**

**Q1 FY2023** - Publish Enterprise FY23-26 Succession Management Plan and Directorate level succession management plans.

**Q1 FY2023-** Create a Workforce Demographic Dashboard (to augment the Workforce Planning dashboard) the provides analysis of the demographic (gender, ERI, age, disability, veteran status etc.) statistics by key HR program areas e.g. Promotions, Awards, New Hires, Separations, etc. We've teamed with the Evaluation & Accountability Transformation working group to define requirements, develop a project plan to move forward.

**Q1 FY2023-** REVISED Diversity Dashboard: after it is approved by Disclosure Review Board, publish to production and post to Census Central SharePoint site.

**December 2022, March 2023, June 2023 and September 2023-** Provide quarterly training sessions for hiring managers within the Bureau on how to utilize: 30 Percent or More Disabled Veteran and Schedule A for Individuals with Disabilities hiring authorities.

**Q1/Q2/Q3/Q4** - Engage in various partnership activities such as mentoring, technical lectures, project-based learning, curriculum review, internship opportunities and information sessions with faculty, staff and/or students at Bowie State University to improve diversity of qualified applicant pool for Data Scientists and other mission critical

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occupations.

**January 2023-** Attend nearly 40 recruitment events in FY23 which includes ten (10) from underrepresented groups, we are looking to increase that number when dates become available. However, budgetary limits have hampered our efforts to confirm most of the events that require payment to participate. With that we continue to look for alternatives methods such as collaborating and partnering with our program area recruiters which have funding to cover events and allow a member of our team to accompany them when available.

**Q2/Q3/Q4 -** Implement partnership activities with University of Texas at San Antonio to include technical lectures, internship opportunities, community engagement, mentoring and more to enhance the diverse pool of qualified applicants for mission critical and mission enabling positions.

**9/30/2023 -** Conduct monthly Harassment Trainings for managers and supervisors, which will outline the procedures for reporting and taking actions in a timely manner.

**9/30/2023-** Create Quarterly FAQs sheets and information materials bureau-wide; add to both HQ and Field Offices SharePoint sites.

**9/30/2023-** Participate in the quarterly Bureau-wide briefing (ERB 15 minutes to go over HRD/ERB brochure and consultant activities we provide to supervisors and managers).

**9/30/2023-** On a quarterly basis, pull a report from HATS (ERB tracking system of harassment complaints received) to review timely processing of harassment complaints.

**9/30/2023-** Provide a listing to SCS/TAPB of universities, colleges and non-profit organizations with points of contact that can be contacted for recruitment and outreach for individuals with disabilities and targeted disabilities. (Annually).

**9/30/2023-** Disability Program Manager to collaborate with SCS/TAPB to acquire quarterly reporting of PWTD and PWD data to track effectiveness of recruiting/hiring/promoting efforts.

**9/30/2023-** Conduct monthly two-hour Reasonable Accommodation for Managers trainings which outline the laws and entire procedures related to processing a reasonable accommodation for employees.

**9/30/2023-** Coordinate and deliver our four-hour Deafness, Communication, and Reasonable Accommodations training for managers at each Regional Office.

**9/30/2023-** Develop and offer quarterly a one-hour Accommodating Deaf Employees training to outline what to expect when onboarding a Deaf employee and how best to meet their accommodation needs.

**9/30/2023-** Develop and offer quarterly a one-hour Interactive Process for Managers and Employees training to clarify communication and procedural portion of the reasonable accommodation process.

**9/30/2023-** Develop and offer quarterly a one-hour Accessibility for All Employees training to highlight how to meet the requirements regarding the Accessibility portion of the DEIA.

**9/30/2023-** Deliver monthly Reasonable Accommodation Management Briefing training for managers/supervisors (HQ, Regional Offices and NPC).

**9/30/2023-** Expand delivery of Communication Access Realtime Translation (CART)/Interpreting Deaf/Hard of

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Hearing training to managers/supervisors (HQ, Regional Offices and NPC).

**9/30/2023-** Develop and initiate the Interactive Process Communication Training for managers/supervisors (HQ, Regional Offices and NPC).

Performance Culture and Recognition Branch, Human Resources Division

**Q1 2023 - Pilot program for participating offices to implement Performance Metrics Planning by defining and including metrics at the levels 4 and 5 in employee performance plans.**

**Q1 2023 -** Conduct training workshops for the Performance Metrics Planning initiative and pilot.

**Q1 2023 -** Conduct Supervisor and Employee Town Hall Briefing/Training sessions on the Performance Management and Award Programs processes.

**Q1 2023 -** Test and implement functionality in CHRIS/PEARS to Create, Save, Route and Sign Performance Plans.

**Q1 and Q2 2023 -** Propose Equal Employment Opportunity and Diversity Champion and Leadership award enhancements, to include the monetary component to leadership, and announce approved enhancements during next annual Public Service Recognition Awards - call for nominations.

**Q3 2023 -** Identify and develop internal solution/centralized database for capturing aggregate-level data reporting on awards and performance. PCRБ will strive to continuously improve DEI data based on DEI Office guidance, and leadership requests. PCRБ will ensure the data supplied yields accurate metrics to be used in standard DEI reports going forward.

**FY2023 as requested -** Engage and conduct briefings with the Census Leadership, Census Labor Management Council and various General Workforce Advisory Boards on the Performance and Award/Recognition Programs.

**FLD Planned Activities for FY2023 and Beyond**

**Atlanta Regional Office**

- Human Resource Training and Legal Update Trainings
- Uniformed Services Employment and Reemployment Rights Act, Veterans Employment Training,

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**and Access Accessibility: Hiring Individuals with Disabilities Trainings**

- Cultural Engagement and Awareness Tribal Training

**Chicago Regional Office**

- October 19, 2022 -- Encore screening of Color of Care for all CGRO Managers
- October 20, 2022 -- Quarterly Tribal Connection Event

**Denver Regional Office**

- Continue to demonstrate a commitment to EEO principles.
- Continue to provide on-going trainings as required for all managers and supervisors.
- Continue to recruit and hire applicants in diverse populations across the Region with expanded on-the-ground recruiting efforts. Start large scale hiring efforts for SIPP 2023 and continue hiring for AHS 2023 & conduct data collection.
- Continue to recruit bilingual staff and work with local organizations in that effort.
- Continue tapping into the 2020 Census recruiting efforts through the 2020 Census recruiting database to expand diversity.

**Los Angeles Regional Office**

Ensure supervisors complete all annual mandatory trainings.

**New York Regional Office**

- Q2 FY2023 -- Request HRD conduct Performance and Conduct training for new supervisors and managers
- Q2&Q3 FY2023 -- Request EEO seminar for all supervisors and managers

**Philadelphia Regional Office**

**FY 2023 Trainings -- Diversity and Inclusion, EEO Training, Tribal and Cultural Awareness Training and Legal Update Training.**

**NPC Planned Activities for FY2023 and Beyond**

- Quarterly -- Provide EEO program awareness during quarterly Director's all staff meetings
- Quarterly -- Promote the use of ADR and mediation for NPC staff
- Ongoing -- Continue participation and support of the Equal Employment Advisory Committee

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**(EEOAC)**

- **November 2022 -- Coordinate on-site, one-week per month visit by EAP Office to NPC**
- **November 2022 and April 2023 -- Conduct self-assessment survey to capture relevant information from staff relating to program availability and accessibility**




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**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

 am the  
(Insert Name Above) (Insert official  
title/series/grade above)

Principal EEO Director/Official for

  
(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

\_\_\_\_\_  
Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with  
EEO MD-715.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or Agency Head Designee



\_\_\_\_\_  
Date

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**Agency Self-Assessment Checklist**



**Essential Element: A Demonstrated Commitment From agency Leadership**

 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>	A.1. The agency issues an effective, up-to-date EEO policy statement.			
A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X		The FY2022 policy statement was issued to all Census Bureau employees on May 24, 2022. 5/24/2022
A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.		X		

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]			X	DOC leads the departmental effort to disseminate EEO related policies.
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]			X	DOC leads the departmental effort to disseminate EEO related policies.
	A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:				
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			Internet: <a href="https://www.census.gov/about/census-careers/working-at-census/eo.html">https://www.census.gov/about/census-careers/working-at-census/eo.html</a> and Intranet: <a href="https://uscensus.sharepoint/sites/eeodi">https://uscensus.sharepoint/sites/eeodi</a>
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			Employment Discrimination posters are posted throughout Headquarters, the Regional Offices, and the National Processing Center. Information (Fact Sheets) are posted on the public website and internal site.

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A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.			X	Census utilizes the Department's Reasonable Accommodation procedures. The Department informed the Census Bureau that the revised procedures are in the process of being signed and posted on the Department's website. Until the revised version has been signed, the Census Bureau has posted the 2013 edition, which is still in effect until the updated version is issued.
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A.2.c. Does the agency inform its employees about the following topics:



A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			EEO training for managers, supervisors and employees is conducted throughout the year. Training is also provided as requested.
--	---	--	--	--

A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			New hires are notified of the ADR process during New Employee Orientation. For FY2022 ADR training was conducted on the following dates: July 14, 2022 - ADR for Managers and Supervisors July 21, 2022 - ADR for Non-Supervisory Employees Sept 15, 2022 - ADR For Managers and Supervisors Sept 22, 2022 - ADR For Non-Supervisory Employees
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A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.	X			The Reasonable Accommodations Branch provides training on a monthly basis for managers and supervisors as requested.	
A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.	X			Throughout the year during trainings and information is posted on the external site and internal SharePoint site.	
A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.	X			Throughout the year during trainings and information is posted on the external site and internal SharePoint site.	
 <b>Compliance Indicator</b>	A.3. The agency assesses and ensures EEO principles are part of its culture.	<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If “yes”, provide one or two examples in the comments section. .	X			Annual EEO Award and Diversity Champion and Leadership Award.	
A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X				

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Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.				X	DOC is overseeing efforts to address this topic.
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			The "State of the agency" was presented on May 25, 2022.
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			

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 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			
 <b>Measures</b>		Yes	No	N/A	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.		X			
B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]		X			
B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]				X	DOC, Office of Civil Rights is responsible for overseeing investigations.
B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]				X	DOC, Office of Civil Rights is responsible for the issuance of final agency decisions.
B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]		X			
B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]		X			
B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]		X			EEO Director manages the responsibilities of Headquarter and Field EEO staff in support of subordinate components.

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 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]			X		Additional organizational coordination is required to ensure that EEO officials are proactively included in the full scope of bureau-wide changes noted.
B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.		X			Strategic Plan - Fiscal Year 2022 Through 2026, Objective 3.3, Internal Customers, Element 1



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	Compliance Indicator	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Has Been Met		N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Measures		Yes	No		
B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:						
B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]			X			
B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]			X			
B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]			X			
B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]			X			
B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]			X			
B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.			X			
B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]			X			
B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]			X			
B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.			X			
B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]			X			
B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]			X			
B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]			X			
B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]			X			
B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?			X			
B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?			X			

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 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	N/A	
 <b>Measures</b>	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				

B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:

B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]		X		
B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			

 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	N/A	
 <b>Measures</b>	B.6. The agency involves managers in the implementation of its EEO program.				



B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]		X		
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]		X		
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X			Every two (2) years the EEO Office provides training to the field offices and conducts audits of their programs.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X			The agency accesses it components and field offices every two (2) years.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X			

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	Compliance Indicator	C.2. The agency has established procedures to prevent all forms of EEO discrimination.	Measure Has Been Met		N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Measures		Yes	No		
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			DAO 202-955 was signed on September 30, 2022. The Human Resources Division is responsible for implementing the anti-harassment program.
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]				X	DAO 202-955 was signed on September 30, 2022. The Human Resources Division is responsible for implementing the anti-harassment program.
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X			
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]		X			
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.		X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]		X			

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C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]			X	Although not compliant, the RA procedures currently posted are still in effect until the updated version is issued. The revised procedures are in the final stages of approval, pending final review by the Office of General Counsel and Office of the Inspector General. The Bureau utilizes the Department's DAO.
C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			The responsible official to assist applicants is Rose Cooper, Reasonable Accommodation Manager. The current process for an applicant with a disability that requests assistance during the application and selection process is as follows: All Census vacancy announcements provide clear instructions to applicants on how to request an accommodation during the application process.
C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			The average processing time is 12.5 days.

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C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]

X

A brief description about PAS has been posted on Census' public website here: <https://www.census.gov/about/census-careers/jobs/disability-hiring.html>. Information is also posted internally on <https://uscensus.sharepoint/sites/HRD/ERB/RAB/Pages/default.aspx>.

C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.



X

A brief description about PAS has been posted on Census' public website here: <https://www.census.gov/about/census-careers/jobs/disability-hiring.html>. Information is also posted internally on <https://uscensus.sharepoint/sites/HRD/ERB/RAB/Pages/default.aspx>.

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	Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Yes	No	N/A	
		C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			
		C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
		C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
		C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			
		C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			
		C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			
		C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			
		C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	X			
		C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]			X	The Census Bureau has not completed a barrier analysis to identify barriers.
		C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			
		C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			All compliance is managed through EEODI and reported to DOC for later reporting to EEOC.
		C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X			Via either direct weekly discussions or working through the Census Labor Management Council.
		C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X			If actions are part of an EEO finding, yes.

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	Compliance Indicator	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.	Measure Has Been Met		N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Measures		Yes	No		
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]		X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]		X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]		X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]		X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:					
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]		X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]		X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]			X		
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]		X			



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## Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.				
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			There were four (4) findings of discrimination for FY22. Of the 4 findings 2 of the findings required disciplinary action. The responsible managers were disciplined accordingly.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			Training for managers and supervisors within the sub-unit is required on the particular subject for which the finding was established.
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.6. The EEO office advises managers/supervisors on EEO matters.				
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			Annually
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Agency Self-Assessment Checklist



Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X			
D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X			
D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]		X			
D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]		X			
D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]			X		There is not a formal mandated process that requires Census Bureau supervisors to go through the Human Resources Division for approval prior to making Human Resource decisions such as reorganizations and realignment.
D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.		X			The agency reviews complaint data, exit interview data and the federal employee viewpoint survey.

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## Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	D.3. The agency establishes appropriate action plans to remove identified barriers.				
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			Census has identified triggers; we are in the process of conducting a barrier analysis.
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			Census has identified triggers; we are in the process of conducting a barrier analysis.
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
	<b>Compliance Indicator</b>	<b>Measure Has Been Met</b>			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	<b>Measures</b>	Yes	No	N/A	
	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.				
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			The AAP plan was posted publicly on the Census Bureau internal and external site. The internet address is: <a href="https://www2.census.gov/about/careers/working/eo/affirmative-action-plan-fy2021.pdf">https://www2.census.gov/about/careers/working/eo/affirmative-action-plan-fy2021.pdf</a>
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Agency Self-Assessment Checklist

Essential Element: E Efficiency

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**Agency Self-Assessment Checklist**

	Compliance Indicator		Measure Has Been Met		N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.	Yes	No		
	E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			For FY2022, 98% of informal EEO complaints were counseled in a timely manner.
	E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
	E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			
	E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.				X	Acceptance letters/dismissal decisions are issued by the Department of Commerce, Office of Civil Rights.
	E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
	E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?				X	Investigations are a function of the DOC, Office of Civil Rights.
	E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?				X	Investigations are a function of the DOC, Office of Civil Rights.
	E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?				X	Final agency decisions are issued by the DOC, Office of Civil Rights.
	E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?				X	Final actions are issued by the DOC, Office of Civil Rights.
	E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.				X	The agency employs full-time EEO Counselors/Specialist to process informal EEO complaints.
	E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			

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**Agency Self-Assessment Checklist**

E.1.1. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			
 <b>Compliance Indicator</b>	E.2. The agency has a neutral EEO process.	<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			The Office of General Counsel resides under the Policy Coordination office with no relationship to the functioning area under which the EEO Office resides.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			The EEO Office has access to the DOC, Office of General Counsel from which to seek clarification, if necessary.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			

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Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]		X			
E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X			Managers and Supervisors are required to participate in ADR once elected by the aggrieved individual. Senior leadership and Human Resources were briefed in FY2022 to ensure that managers are held accountable regarding their duty to act.
E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]		X			EEO Counselors are instructed to offer ADR on 100% of appropriate cases. Once offered, the tracking system is updated to reflect ADR participation. The agency implemented a plan in FY2022 to increase ADR participation. This plan included a campaign to educate the workforce on the benefits of ADR as a best practice for de-escalation of workplace disputes and a best practice for early resolution.
E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X			
E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X			
E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X			



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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	

E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:

E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
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E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
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E.4.a.3. Recruitment activities? [see MD-715, II(E)]		X		EEODI will request the 2022 FEORP Report. Census plan to ensure employees with disabilities are retained and converted under Schedule A, includes a Selective Placement Coordinator who closely monitors Schedule A hires and their conversion status. To improve retention, HRD will review demographic and workforce data to monitor participation levels of PWD and PWD in the employee lifecycle.
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Agency Self-Assessment Checklist

E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			Since FY2019 Census has steadily increased the participation of PWD in its efforts to meet the EEOC 12% regulatory goal for employees in grades GS-11 to SES. The participation in FY2019 for PWD's was 9.80%, 10.37% in FY20, 11.73% in FY2021, and 13.05% for FY2022. Census has met the EEOC 12% regulatory goal for FY2022 and this will be shown as an Accomplishment in the FY2022 MD-715.
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			Office of Employee Engagement facilitates focus groups.

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**Agency Self-Assessment Checklist**



	Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.	Yes	No	N/A	
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.			X			Trends are monitored via Entellitrak, formerly icomplaints.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.			X			Agencies such as Federal Mediation and Conciliation Service, National Aeronautics and Space Administration, Environmental Protection Agency, Department of Labor and Equal Employment Opportunity Commission were contacted regarding how to improve management participation rate in ADR.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]			X			

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**Agency Self-Assessment Checklist**





**Essential Element: F Responsiveness and Legal Compliance**

 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.			
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X		
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X		
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X		
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X		
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X		

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## Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]		X			
F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]				X	DOC, Office of Civil Rights is responsible for forwarding the investigative file to the appropriate EEOC hearing office.
F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]		X			
F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]				X	The Department of Commerce, Office of Civil Rights is responsible for forwarding the investigative file to EEOC's Office of Federal Operations.
F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?		X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
F.3. The agency reports to EEOC its program efforts and accomplishments.					
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]		X			DOC leads efforts to submit the No FEAR report.
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			DOC leads efforts to publicly post the No FEAR report.

Essential Element: O Other

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**Plan to Attain Essential Elements**

**PART H.1**

Brief Description of Program Deficiency:	A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If "yes", please provide how often.
--	--

The agency did not inform all employees of behaviors that are inappropriate in the workplace and could result in disciplinary action.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/29/2021	06/30/2022		09/30/2022	Inform all employees of behaviors that are inappropriate in the workplace and could result in disciplinary action.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Acting Chief, Office of Equal Employment Opportunity and Diversity and Inclusion (EEOI)	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
06/30/2022	Create Quarterly FAQs sheets and/or briefings on agency policies, procedures, and resources to address inappropriate behaviors in the workplace.	Yes		09/21/2022
09/30/2022	EEOI will participate in at least one quarterly (every quarter) Bureau-wide briefing with employees to help them understand what behaviors are inappropriate and to avoid pitfalls of inappropriate behaviors.	Yes		09/22/2022

**Accomplishments**

Fiscal Year	Accomplishment
2022	Created quarterly FAQs sheets and briefings on agency policies, procedures and resources to address inappropriate behaviors in the workplace. EEOI also participated in quarterly Bureau-wide briefings with employees to educate them on what behaviors are inappropriate and how to avoid the pitfalls of inappropriate behaviors.

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**Plan to Attain Essential Elements**

**PART H.2**

Brief Description of Program Deficiency:	A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.
--	--

The agency did not inform all employees of the anti-harassment program.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/29/2021	09/30/2022		05/24/2022	Disseminate EEO policies and procedures to all employees.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Acting Chief, Office of Equal Employment Opportunity and Diversity and Inclusion (EEOI)	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2022	Create a one-page FAQs sheets and/or information materials sheets on the anti-harassment procedures and practices.	Yes		04/29/2022
09/30/2022	Distribute Quarterly FAQs sheets and information materials bureau-wide; add to both HQ and Field Offices SharePoint sites.	Yes		09/30/2022

**Accomplishments**

Fiscal Year	Accomplishment
2022	Created a one-page FAQs sheets and information materials on the anti-harassment procedures and practices and distributed the information quarterly bureau-wide via SharePoint.

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**Plan to Attain Essential Elements**

**PART H.3**

Brief Description of Program Deficiency:	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.
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EEO Policy Statement did not address all protected bases.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/20/2021	05/31/2022		05/24/2022	Issue an EEO Policy Statement that addresses all protected bases.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Chief, HRD	Veronica M. LeGrande	Yes
Acting EEO Director	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
05/31/2022	Establish a three-person review process before forwarding to the Office of General Counsel and the Director for approval and signature.	Yes		05/24/2022

**Accomplishments**

Fiscal Year	Accomplishment
2022	The Equal Employment Opportunity and Affirmative Employment Policy Statement which addresses all protected bases was signed by Director Robert L. Santos, on May 20, 2022 and issued to all employees on May 24, 2022.



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**Plan to Attain Essential Elements**

**PART H.4**

Brief Description of Program Deficiency:	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]
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EEO program officials do not participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/30/2021	06/30/2022	09/30/2023		Ensure that EEO officials participate in agency meetings for workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Chief, Human Resources Division	Veronica LeGrande	Yes
Acting Chief, Office of Equal Employment Opportunity and Diversity and Inclusion (EEOI)	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
06/30/2022	Ensure that meetings are added to the EEOI office calendar and assign participation to responsible EEO officials.	Yes	09/30/2023	
03/30/2022	Identify meetings and workgroups that are held to address the above mentioned EEO issues. Follow up with HRD monthly.	Yes	09/30/2023	

**Accomplishments**

Fiscal Year	Accomplishment
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**DOC Bureau of the Census**

**For period covering October 1, 2021 to September 30, 2022**

**Plan to Attain Essential Elements**

**PART H.5**

Brief Description of Program Deficiency:	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]
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Senior managers do not participate in the barrier analysis process.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/29/2021	09/30/2022	09/30/2023		Ensure senior managers participate in the barrier analysis process.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Acting Chief, Office of Equal Employment Opportunity and Diversity and Inclusion (EEOI)	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/30/2022	Ensure that the workgroup members (and any other key stakeholders) are fully trained in the EEOC Barrier Analysis process.	Yes	09/30/2023	
09/30/2022	Conduct the barrier analysis based on the FY2021 MD-715 triggers.	Yes	09/30/2023	

**Accomplishments**

Fiscal Year	Accomplishment
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## Plan to Attain Essential Elements

## PART H.6

Brief Description of Program Deficiency:	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]
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When barriers are identified senior managers do not assist in developing agency EEO action plans.

## Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/29/2021	09/30/2022	09/30/2023		Ensure senior managers assist in developing agency EEO action plans when barriers are identified, (Part I, Part J, or the Executive Summary).

## Responsible Officials

Title	Name	Standards Address the Plan?
Acting Chief, Office of Equal Employment Opportunity and Diversity and Inclusion (EEOI)	David Donovan	Yes

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
04/30/2022	Establish an enterprise-wide Barrier Analysis Workgroup and goals/objectives.	Yes	09/30/2023	
05/30/2022	Host an initial introduction for the workgroup and brief on triggers that were identified in the FY2021 MD-715 report.	Yes	09/30/2023	
12/30/2022	Create a bureau-wide action plan to mitigate the first group of identified barriers.	Yes	09/30/2023	
06/30/2022	Host an introduction to the barrier analysis process for the workgroup and, ensure enterprise – wide representation.	Yes	09/30/2023	
01/30/2023	Brief leadership on the plan, encourage all directorates to incorporate the action plan into their EEO Plans and throughout program areas.	Yes	09/30/2023	
05/30/2023	Hold monthly working group meetings to track the mitigation plan progress and challenges.	Yes	09/30/2023	

## Accomplishments

Fiscal Year	Accomplishment
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**DOC Bureau of the Census**

**For period covering October 1, 2021 to September 30, 2022**

**Plan to Attain Essential Elements**

**PART H.7**

Brief Description of Program Deficiency:	B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]
--	---

All managers have not received training on their responsibilities in reference to supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/29/2021	09/30/2022	09/30/2023		Ensure all managers receive training on their responsibilities in reference to supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Acting Chief, Office of Equal Employment Opportunity and Diversity and Inclusion (EEOI)	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/30/2022	Collaborate with HRD to identify whether the current training schedule and initiatives address potential managerial, communications, and interpersonal skill deficiencies.	Yes	09/30/2023	
08/30/2022	Identify Census Learning Center (CLC) professional development trainings and re-market the CLC trainings that are not already being fully utilized as part of a virtual EEOI training platform. Distribute the training announcement and facilitate at least two dialogues to support employee professional development.	Yes		09/30/2022
08/30/2022	EEOI will collaborate with the Office of the Ombuds and Office of Employee Engagement to identify potentially overlooked avenues to address potential managerial, communications, and interpersonal skill deficiencies.	Yes		09/30/2022

**Accomplishments**

Fiscal Year	Accomplishment
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**DOC Bureau of the Census**

**For period covering October 1, 2021 to September 30, 2022**

**Plan to Attain Essential Elements**

**PART H.8**

Brief Description of Program Deficiency:	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]
--	--

Senior managers do not successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/29/2021	01/30/2023			Ensure senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Acting Chief, Office of Equal Employment Opportunity and Diversity & Inclusion	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
04/30/2022	EEODI will ensure that internal EEODI staff are briefed on the FY2021 MD-715 Report.	Yes		06/14/2022

**Accomplishments**

Fiscal Year	Accomplishment
2022	EEO Action Plans were incorporated into the EEO Action Plan Objectives in the agency strategic plans. All EEODI staff were briefed on the FY2021 MD-715 Report.

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**Plan to Attain Essential Elements**

**PART H.9**

Brief Description of Program Deficiency:

C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]

The EEO Office and Human Resources do not collaborate to identify and remove barriers to equal opportunity in the workplace.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/29/2021	09/30/2022	09/30/2023		Agency ensures effective coordination between its EEO programs and Human Resources (HR) programs in order to identify and remove barriers to equal opportunity in the workplace.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Acting Chief, Office of Equal Employment Opportunity and Diversity and Inclusion (EEOI)	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
04/30/2022	Engage and collaborate with HR officials at Census to increase buy-in for their participation in the barrier analysis workgroup.	Yes	09/30/2023	
06/30/2022	Host an introduction to the triggers and barrier analysis process for the workgroup and ensure enterprise – wide representation.	Yes	09/30/2023	
07/30/2022	Provide training for HR officials, managers and supervisors on the barrier analysis process.	Yes	09/30/2023	

**Accomplishments**

Fiscal Year	Accomplishment
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DOC Bureau of the Census

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## Plan to Attain Essential Elements

## PART H.10

Brief Description of Program Deficiency:	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]
--	---

The agency does not consider whether any group of employees or applicants might be negatively impacted prior to making human resources decisions, such as re-organizations and realignments.

## Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/29/2021	09/30/2022	09/30/2023		Ensure that the agency considers whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments.

## Responsible Officials

Title	Name	Standards Address the Plan?
Acting Chief, Office of Equal Employment Opportunity and Diversity & Inclusion	David Donovan	Yes

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
08/30/2022	Identify whether any reporting mechanisms are in place to track, monitor and report out on the impact of the proposed changes to the agency head for human resource decisions, such as re-organizations and realignments.	Yes	09/30/2023	
09/30/2022	Develop a report for the agency head. If no reporting mechanisms currently exist in HRD to track, monitor, and report out on the impact of the proposed changes to the agency head for human resource decisions, such as re-organizations and realignments.	Yes	09/30/2023	

## Accomplishments

Fiscal Year	Accomplishment
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**DOC Bureau of the Census**

**For period covering October 1, 2021 to September 30, 2022**

**Plan to Attain Essential Elements**

**PART H.11**

Brief Description of Program Deficiency: D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.

The agency does not post its Affirmative Action plan on its internal SharePoint and public-facing website.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/29/2021	06/30/2022		08/18/2022	EEODI will post the affirmative action plan on its internal SharePoint and public-facing website.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Acting Chief, Office of Equal Employment Opportunity and Diversity and Inclusion (EEODI)	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
06/30/2022	Utilize Part J of the FY2021 MD-715 and the affirmative action plan to post the affirmative action plan on SharePoint and the public website.	Yes		08/18/2022
06/30/2022	Ensure that the workforce knows where to find the affirmative action plan and facilitate briefings to understand its purpose and use.	Yes		08/18/2022

**Accomplishments**

Fiscal Year	Accomplishment
2022	The 2021 Affirmative Action Plan was posted on the public website and EEODI SharePoint Site.



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**Plan to Attain Essential Elements**

**PART H.12**

Brief Description of Program  
Deficiency:

E.4.a.3. Recruitment activities? [see MD-715, II(E)]

The agency does not have effective and accurate data collection systems in place to evaluate the EEO program's contributions to agency recruitment activities.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
04/29/2021	09/30/2022	09/30/2023		Develop and put in place an effective and accurate data collection system to evaluate the EEO program's contributions to agency recruitment activities.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Assistant Division Chief, Staffing and Consulting Services (SCS), Human Resources Division	Mary Michael	Yes
Chief, Talent Acquisition Programs Branch Staffing and Consulting Services, Human Resources Division	Jerome Pryor	Yes
Acting Chief, Office of Equal Employment Opportunity and Diversity and Inclusion (EEODI)	David Donovan	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/30/2022	Increase EEODI outreach and engagement with universities, colleges and non-profit organizations for underserved communities.	Yes		04/29/2022
09/30/2022	Create a method to track internship program participation.	Yes	09/30/2023	

**Accomplishments**

Fiscal Year	Accomplishment
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## Plan to Eliminate Identified Barriers

## PART I.1

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)								
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A4								
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Lower than expected participation rate of females in the Senior Executive Service (SES).								
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> All Women Hispanic or Latino Females White Females Black or African American Females Asian Females Native Hawaiian or Other Pacific Islander Females American Indian or Alaska Native Females Two or more Races Females								
<b>Barrier Analysis Process Completed?:</b>	N								
<b>Barrier(s) Identified?:</b>	N								
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table><tr><th>Barrier Name</th><th>Description of Policy, Procedure, or Practice</th></tr><tr><td></td><td></td></tr></table>					Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
09/30/2020	09/30/2024	Yes			Quarterly review of outreach, promotion, recruitment & retention efforts with HRD				
09/30/2020	09/30/2024	Yes			Increase the Participation Rates and Inclusion Rates of Females in the Senior Executive Series (SES)				
09/30/2020	09/30/2024	Yes			Increase the pool of Female applicants in the GS-13 to SES grade level.				

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Plan to Eliminate Identified Barriers

Responsible Official(s)				
Title	Name	Standards Address The Plan?		
Acting Chief of EEODI	David Donovan	Yes		
Chief, HRD	Veronica LeGrande	Yes		

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Review/Analyze Female promotions (Internal) and New Hires in the GS-13 through GS-15 grade levels where a Marked disparity is observed.	Yes		
09/30/2023	Review selection criteria for Internal Selections of Persons in the GS-13 through GS-15 grade level.	Yes		
09/30/2023	Review new hiring programs/procedures for persons in grades GS-13 through GS-15.	Yes		

Report of Accomplishments	
Fiscal Year	Accomplishments
2021	Inclusion Rate increase of White Females from 70.00% (FY2020) to 71.99% (FY2021) and Black Females from 27.00% (FY2020) to 34.16% (FY2021) in the Senior Executive Service.
2022	Inclusion Rate increase of White Females from 71.99% (FY2021) to 90.45% (FY2022) and Black Females from 34.16% (FY2021) to 51.95% (FY2022) in the Senior Executive Service.

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## Plan to Eliminate Identified Barriers

## PART I.2

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Less than expected participation of Hispanic Males, White Males, Native Hawaiian or Other Pacific Islander Males, and 2 or More Males in the Permanent Workforce.				
STATEMENT OF BARRIER GROUPS:	<b>Barrier Group</b> Hispanic or Latino Males White Males Native Hawaiian or Other Pacific Islander Males Two or More Races Males				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER:  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table><tr><th>Barrier Name</th><th>Description of Policy, Procedure, or Practice</th></tr><tr><td></td><td></td></tr></table>	Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice				

## Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/31/2019	09/30/2025	Yes	09/30/2022		Review the applicant flow data tables quarterly to determine if permanent males with less than expected CLF and IR are being hired/retained at the agency.
10/31/2019	09/30/2025	Yes	09/30/2022		Increase the Permanent Male workforce in areas with less than expected CLF and IR

## Responsible Official(s)

Title	Name	Standards Address The Plan?
Acting Chief of EEOI	David Donovan	Yes
Chief, HRD	Veronica LeGrande	Yes

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	EEODI will review workforce data every quarter (via Data Insight) to determine if disparities exist.	Yes		
09/30/2023	EEODI will develop workforce status reports based on review of workforce data for distribution to stakeholders where disparities exist.	Yes		
09/30/2023	EEODI will hold Quarterly meetings with Leadership to discuss outreach, recruitment, and retention.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2021	The Inclusion Rate of American Indian or Alaska Native (AIAN) Males had the largest Inclusion Rate increase from FY2020 (56.36 IR) to FY2021 (63.64).
2022	The Inclusion Rate of American Indian or Alaska Native (AIAN) Males reached/exceeded their expected participation rate in FY2022.

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## Plan to Eliminate Identified Barriers

## PART I.3

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Involuntary removal/separation rate of Black/African American Females in the Permanent Workforce exceeds the Involuntary removal /separation rate of other races/ethnicities/genders at the agency.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> Black or African American Females				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
STATEMENT OF IDENTIFIED BARRIER:  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table><tr><th>Barrier Name</th><th>Description of Policy, Procedure, or Practice</th></tr><tr><td></td><td></td></tr></table>	Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice				

## Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/31/2019	09/30/2025	Yes	09/30/2021		Increase the retention rate of Black/African American Females in the Permanent Workforce.
10/31/2019	09/30/2025	Yes	09/30/2021		Determine why Black/African American Females have a Marked Disparity (34.16% IR) in the Senior Executive Service (SES).
10/31/2019	09/30/2025	Yes	09/30/2021		Determine why Black/African American Females are being removed from Census at a higher rate than any other Race & Ethnicity group

## Responsible Official(s)

Title	Name	Standards Address The Plan?
Acting Chief of EEOI	David Donovan	Yes
Chief, HRD	Veronica LeGrande	Yes

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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Effectively engage with stakeholders to assist with the establishment of Exit interview data/summary data to be released annually. (Maybe a voluntary electronic Exit Survey).	Yes		
09/30/2024	Develop supervisor/manager training geared towards working effectively with all employees to foster diversity, equity, inclusion, and accessibility.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2022	Black/African American Females comprise 15.40% of the Permanent Workforce, the Involuntary removal/separation Inclusion Rate decreased from was 28.57% (FY2021) to 11.11% (FY2022) and the New Hires Inclusion Rate was 14.23%. This is no longer a Trigger because the removal Inclusion Rate (IR) is less than the Participation Rate and the New Hire Inclusion Rate (14.23%). This Plan is closed.

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Plan to Eliminate Identified Barriers

PART I.4

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)								
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A4								
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Involuntary removal/separation rate of Hispanic Males in the Permanent Workforce exceeds the Involuntary removal /separation rate of other races/ethnicities/genders at the agency.								
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> Hispanic or Latino Males								
<b>Barrier Analysis Process Completed?:</b>	N								
<b>Barrier(s) Identified?:</b>	N								
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table border="1"> <thead> <tr> <th>Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>					Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
<b>Objective(s) and Dates for EEO Plan</b>									
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>				
10/31/2019	09/30/2025	Yes	09/30/2021		Determine why Hispanic Males have a Marked Disparity (34.16% IR).				
10/31/2019	09/30/2025	Yes	09/30/2021		Increase the retention rate of Hispanic Males in the Permanent Workforce.				
10/31/2019	09/30/2025	Yes	09/30/2021	09/30/2022	Determine why Hispanic Males are being removed from Census at a higher rate than any other Race & Ethnicity group.				
<b>Responsible Official(s)</b>									
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>					
Acting Chief of EEO/ODI		David Donovan		Yes					
Chief, HRD		Veronica LeGrande		Yes					



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Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2024	Develop programs/procedures to hire and retain a Hispanic Male permanent workforce that is aligned with or greater than the CLF.	Yes		
09/30/2024	Develop supervisor/manager training geared towards working effectively with all employees to foster diversity, equity, inclusion, and accessibility.	Yes		
09/30/2023	Review Applicant Flow Data for IT Management Series (2210) and Mathematical Statistician Series (1529).	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
2022	The Hispanic Males comprise 2.87% of the Permanent Workforce, the Involuntary removal/separation Inclusion Rate decreased from 14.29% (FY2021) to 1.85% (FY2022). The removal/separation Inclusion Rate is no longer a Trigger. This Plan is closed.

**MD-715 – Part J**  
**Special Program Plan**  
**for the Recruitment, Hiring, Advancement, and**  
**Retention of Persons with Disabilities**

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

**Section I: Efforts to Reach Regulatory Goals**

EEOC regulations (29 CFR § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

a.Cluster GS-1 to GS-10 (PWD)	Answer	No
b.Cluster GS-11 to SES (PWD)	Answer	No

\*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d) (7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

a.Cluster GS-1 to GS-10 (PWTD)	Answer	No
b.Cluster GS-11 to SES (PWTD)	Answer	No

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

We share annual recruitment schedules with the Bureau's Recruiters which reflect our targeted recruitment groups.

**Section II: Model Disability Program**

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

**A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM**

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency's plan to improve the staffing for the upcoming year.

Answer Yes

The U.S. Census Bureau hired a full-time Disability Program Manager in July 2021. Jake Thomas, Disability Program Manager, Human Resources Division, Reasonable Accommodations Branch J.Thomas@census.gov.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	1	0	0	John Magruder, Acting Chief, Administrative and Customer Services Division, john.r.magruder@census.gov
Processing reasonable accommodation requests from applicants and employees	14	0	0	Rose Cooper, Branch Chief, Reasonable Accommodations Branch, rose.m.cooper@census.gov
Processing applications from PWD and PWTD	2	0	0	Jerome Pryor, Supervisory Human Resources Specialist, Human Resources Division, jerome.w.pryor@census.gov Catherine Butler, Human Resources Specialist, Human Resources Division, catherine.butler@census.gov
Section 508 Compliance	2	0	0	David Whittington, Section 508 Program Coordinator, Section 508 Program Office, Applications Development & Services Division, david.j.whittington@census.gov
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Jerome Pryor, Supervisory Human Resources Specialist, Human Resources Division, jerome.w.pryor@census.gov Catherine Butler, Human Resources Specialist, Human Resources Division, catherine.butler@census.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Stefanie Watson, EEODI, Diversity and Inclusion Officer, stefanie.l.watson@census.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

Yes, the Disability Program Manager and Chief attended EEOC Disability Program Manager Basics course offered through the EEOC; The Disability Program Manager also completed the NELI Public Sector EEO and Employment Law Update course; The staff completed ADA and Accommodation Lessons Learned: Stay at Work/Return to Work, Next Level Accommodation and ADA Challenges, and Plain Language Training.

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources

Answer Yes

Funding has been adequate for the processing of reasonable accommodations through the Census Reasonable Accommodations Branch

## Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

To recruit and hire applicants who were eligible to be appointed under hiring authorities for individuals with disabilities, the agency maintains a repository which houses resumes of candidates for veteran and disability programs. Managers are encouraged to reach out to the Selective Placement Coordinator prior to requesting to advertise positions to determine whether there are eligible candidates to be considered for the position to be filled. For positions that are advertised, there is an eligibility question asking applicants if they wish to be considered under Schedule A. If the applicants answer yes and are qualified, they are referred to the hiring manager. The agency also has a link on OPM's website for persons with disabilities to access and provides a government-wide listing of all Selective Placement Coordinators. The bureau also partners with the Workforce Recruitment Program through the Department of Labor which allows managers to access a database, review resumes and work with Census Human Resources Division to coordinate selection. For 30% compensable or more veterans, we partner with military installations within the local area for transition assistance. We also introduced the Skillbridge, formerly Operation Warfighter, program to Census. Skillbridge allows the bureau to onboard active duty personnel who are separating from the military, some due to injury, at no cost but lots of experience. We attend numerous recruitment fairs and provide information to college/university students and their advisors on the various programs available for persons with disabilities. .

2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

Census has a Schedule A email address published on the OPM website in the Selective Placement Program Coordinator directory. Hiring Managers have access to the Workforce Recruitment Program (WRP), a database managed by the Department of Labor. We attend virtual recruitment events. Applicants also have an option to attest to having a disability and be referred through our automated recruitment tool, Monster Government Solutions.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

We post vacancy announcements on the USAJOBS website, where we include the "Persons with Disabilities" or "Schedule A" as a hiring path. We also hire using the 30% or more disabled veterans hiring authorities. All applicants that wish to receive consideration as Persons with Disabilities or Schedule A, must submit a letter signed by a Licensed Practitioner. The letter is verified by the Selective Placement Coordinator, who contacts the medical facility listed on the letterhead. If the applicant meets the qualifications as described in the appropriate OPM Standards for the position, we will extend a tentative job offer, upon receiving the selection from the hiring manager. The candidate is advised and informed of the program requirements and signs an agreement based upon the type of appointment they are being appointed. Should applicants desire additional information on the Schedule A Program, the following links are provided: <https://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/#url=Schedule-A-Hiring-Authority> <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disability>

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

To ensure that employees with Disabilities are aware of employment resources the agency provides training, development, and career advancement opportunities to employees with disabilities, we have taken or plan to take the following measures. Progress will be monitored and provided in FY2022 MD 715 updates and accomplishments. Navigating the hiring process as a jobseeker with a disability AT Webinar Series - Speech-Text: Software Comparison Celebrating Differences: Getting Comfortable Through Disability Awareness Getting Started in Accessibility Demystifying Disability: A discussion with Emily Ladau

## B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

Census has established partnerships with the following groups: Department of Defense (DOD) and Veteran's Administration-Operation Warfighter (OWF) Internship Program. Department of Labor (DOL)- Workforce Recruitment and Apprenticeship Programs. <https://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/#url=Schedule-A-Hiring-Authority> <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disability>

## C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD)	Answer	No
b. New Hires for Permanent Workforce (PWTD)	Answer	No

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD)	Answer	Yes
b. New Hires for MCO (PWTD)	Answer	Yes

0110 Economist -PWD 2 QAP, 0 Selected; PWTD 2 QAP, 0 Selected 0150-Geographer-PWD 6 QAP, 0 Selected; PWTD 5 QAP, 0 Selected 0301-Amin. Spec. Misc. Admin-PWD 21 QAP, 0 Selected; PWTD 9 QAP, 0 Selected 0343-Program Analyst-PWD -NO TRIGGER; PWTD 17 QAP, 0 Selected 0511 Auditor-PWD 0 QAP, 0 Selected; PWTD 0 QAP, 0 Selected 1102-Contract Specialist -PWD 4 QAP, 0 Selected; PWTD 2 QAP, 0 Selected 1529-Mathematical Statistician- PWD/PWTD-NO TRIGGERS 1530-Statistician- PWD/PWTD-NO TRIGGERS 1550-Computer Scientist-PWD 9 QAP, 0 Selected; PWTD 4 QAP, 0 Selected 2210-IT Specialist-PWD/PWTD-NO TRIGGERS Source: Monster Analytics MD-715 B6

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD)	Answer	Yes
b. Qualified Applicants for MCO (PWTD)	Answer	Yes

0301-PWD 1 QAP, 0 Selected; PWTD 1 QAP, 0 Selected 1530-PWD 4 QAP, 1 Selected; PWTD 3 QAP, 0 Selected Source: Monster Analytics MD-715 B6

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD)	Answer	Yes
b. Promotions for MCO (PWTD)	Answer	Yes

0301- PWD-3 Apps Received, 1 Qual, 0 Selected, PWTD-2 Apps Received, 1 Qual, 0 Selected 1530 - PWD-4 Apps Received, 4 Qual, 0 Selected, PWTD-3 Apps Received, 3 Qual, 0 Selected 2210- PWD-3 Apps Received, 3 Qual, 0 Selected, PWTD-2 Apps Received, 2 Qual, 0 Selected Source: EEOC-B9

## Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

### A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

To ensure advancement opportunities for employees with Disabilities the agency provides training, development, and career advancement opportunities to employees with disabilities, we have taken or plan to take the following measures. Progress will be monitored and provided in FY2022 MD 715 updates and accomplishments. Marketing and Outreach – For FY2023 we are partnering with affinity groups. Partnering with the Neurodiversity Alliance and other affinity groups to ensure that employees are knowledgeable about the federal hiring process and have accesses to employment resources that support resume writing, job search, and interview preparation skills. We are also working to ensure that employees understand their rights regarding their disclosure of a disability. Monitoring and Inclusion – For FY2023, the Human Resources Division will continue to review demographic and workforce data to monitor participation levels of PWD and PWTD in career advancement and development opportunities, and ensure that program efforts facilitate the retention, advancement, and development of PWD and PWTD. Additionally, affinity groups will be given an opportunity to provide feedback regarding the agency's telework goals.

## **B. CAREER DEVELOPMENT OPPORTUNITES**

1. Please describe the career development opportunities that the agency provides to its employees.

In FY2022, Census continued to administer the Data Science Training Program (DSTP)'s, which is a 5-month cohort – based program that gives Census Bureau employees an opportunity to gain hands-on data science experience. Participants complete online and live coursework in addition to a Capstone Project, where participants apply what they've learned to mission-critical work at the Census Bureau. Participants are also paired with a mentor who acts as a career coach and provides guidance on the non-technical aspects of the program. Currently, all elements of the program will take place remotely. Participants can take one of two learning paths: Data Science Generalist Path or Machine Learning Specialist Path. The Data Science Generalist Path focuses on the fundamentals of data science concepts. Participants will examine data science applications both at the Census Bureau and in real-world examples. Participants will also learn how to use programs such as SQL and Python to analyze and visualize data to generate insights. The Machine Learning Specialist Path dives deeper into data science skills using Python and machine learning concepts. Participants will learn how to develop and apply advanced algorithms and analysis tools that improve over time using supervised/unsupervised learning. Additionally, participants will learn about artificial intelligence, deep learning, natural language processing, and more. Data Science on Demand includes three new learning tracks through LinkedIn Learning to improve the data literacy of supervisory and nonsupervisory employees and provide data science practitioners with access to a variety of skill-building courses. The three on-demand tracks are: Data Science Literacy, Data Science for Managers, and Skill Builder. Employees who sign up for one of the three Expansion Tracks will receive a LinkedIn Learning license (as available) and complete self-paced, online courses covering data science topics, methods, and techniques.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	56	56	N/A	N/A	N/A	N/A
Other Career Development Programs	600	581	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWD) Answer Yes

b. Selections (PWD) Answer Yes

HRD did not provide information regarding the announcement of these career development opportunities, the application procedures, and selection processes. No demographic data was collected or provided by HRD for the Career Development Programs.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTD) Answer Yes

b. Selections (PWTD) Answer Yes

HRD did not provide information regarding the announcement of these career development opportunities, the application procedures, and selection processes. No demographic data was collected or provided by HRD for the Career Development Programs.

## C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD) Answer Yes

b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

TIME OFF AWARDS TRIGGERS: 1-10 HOURS-because PWD IR (2.66) & PWTD (3.74) < PWOD IR (4.18); and < PWOD IR (0.12); and < TOTAL IR (0.12) 31-40 HOURS-because PWTD IR (0.00) < PWOD IR (0.01); and < PWOD IR (27.62); and < PWOD IR (19.43); and < PWOD IR (21.97); and < PWOD (12.11); and < TOTAL IR (11.65) \$3000-\$3999-because PWD IR (7.28) & PWTD IR (6.80) < PWOD IR (12.12); and < TOTAL IR (8.52) \$5000-\$5999-because PWD IR (6.22) & PWTD IR (4.42) < PWOD IR (10.85); and < TOTAL IR (9.97) SOURCE TABLE B9-2 IR

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer Yes

b. Pay Increases (PWTD) Answer Yes

Census did not have any performance-based pay increases for FY2022.

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTD) Answer N/A

## D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer Yes

SES PWD Triggers-0 Applicants, 0 Qualified, 0 Selected GS-15 PWD Triggers-1 Applicant, 0 Qualified, 0 Selected GS-14 PWD Triggers- 0 Applicants, 0 Qualified, 0 Selected GS-13 PWD Triggers- 4 Applicants, 4 Qualified, 1 Selected Noted: Selectees Disability was not Identified (PWD or PWTD)

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWTD) Answer Yes

ii. Internal Selections (PWTD) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer Yes

ii. Internal Selections (PWTD) Answer Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer Yes

ii. Internal Selections (PWTD) Answer Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer Yes

SES PWTD Triggers-0 Applicants, 0 Qualified, 0 Selected GS-15 PWTD Triggers-1 Applicant, 0 Qualified, 0 Selected GS-14 PWTD Triggers- 0 Applicants, 0 Qualified, 0 Selected GS-13 PWTD Triggers- 3 Applicants, 3 Qualified, 0 Selected Noted: Selectees Disability was not Identified (PWD or PWTD)

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD) Answer Yes

b. New Hires to GS-15 (PWD) Answer Yes

c. New Hires to GS-14 (PWD) Answer Yes

d. New Hires to GS-13 (PWD) Answer Yes



PWD New Hires for: SES PWD Triggers - 2 Applicants, 0 Qualified, 0 Selected  
 GS-15 PWD Triggers - 9 Applicants, 4 Qualified, 0 Selected GS-14 PWD  
 Triggers - 36 Applicants, 15 Qualified, 1 Selected GS-13 PWD Triggers - 92  
 Applicants, 32 Qualified, 3 Selected

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                              |        |     |
|------------------------------|--------|-----|
| a. New Hires to SES (PWTD)   | Answer | Yes |
| b. New Hires to GS-15 (PWTD) | Answer | Yes |
| c. New Hires to GS-14 (PWTD) | Answer | Yes |
| d. New Hires to GS-13 (PWTD) | Answer | Yes |

PWTD New Hires for: SES PWTD Triggers - 0 Applicants, 0 Qualified, 0  
 Selected GS-15 PWTD Triggers - 4 Applicants, 2 Qualified, 0 Selected GS-14  
 PWTD Triggers - 12 Applicants, 8 Qualified, 1 Selected GS-13 PWTD Triggers  
 - 31 Applicants, 12 Qualified, 2 Selected

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |  |        |     |
|--|--------|-----|
| a. Executives                          |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD)          | Answer | Yes |
| b. Managers                            |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD)          | Answer | Yes |
| c. Supervisors                         |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD)          | Answer | Yes |

PWD Qualified Internal applicants for: EXECUTIVES (GS-15) PWD Triggers - 1  
 Applicant, 0 Qualified, 0 Selected MANAGER (GS-14) PWD Triggers - 0  
 Applicants, 0 Qualified, 0 Selected SUPERVISOR (GS-13) PWD Triggers - 4  
 Applicants, 4 Qualified, 1 Selected

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |   |        |     |
|---|--------|-----|
| a. Executives                           |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |
| b. Managers                             |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |
| c. Supervisors                          |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |

PWTD Qualified Internal applicants for: EXECUTIVES (GS-15) PWTD Triggers  
 - 1 Applicant, 0 Qualified, 0 Selected MANAGER (GS-14) PWTD Triggers - 0  
 Applicants, 0 Qualified, 0 Selected SUPERVISOR (GS-13) PWTD Triggers - 3  
 Applicants, 3 Qualified, 0 Selected

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                                    |        |     |
|------------------------------------|--------|-----|
| a. New Hires for Executives (PWD)  | Answer | Yes |
| b. New Hires for Managers (PWD)    | Answer | Yes |
| c. New Hires for Supervisors (PWD) | Answer | Yes |

PWD New Hires for Executives, Supervisors, and Managers, 0 (0.00%)  
Applied, Qualified, or Selected.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                                     |        |     |
|-------------------------------------|--------|-----|
| a. New Hires for Executives (PWTD)  | Answer | Yes |
| b. New Hires for Managers (PWTD)    | Answer | Yes |
| c. New Hires for Supervisors (PWTD) | Answer | Yes |

PWTD New Hires for Executives, Supervisors, and Managers, 0 (0.00%)  
Applied, Qualified, or Selected. Selectee for New Hire Manager did not have a disability/disability not identified.

## Section V: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

In FY2022, 48 employees were eligible and resulted in 100% conversion to the Competitive Service. The agency's plan to ensure will ensure employees with disabilities are retained and converted under Schedule A, includes the utilization of a Selective Placement Coordinator who closely monitors Schedule A hires and their conversion status. The Selective Placement Coordinator holds a variety of management and employee sessions throughout the year promoting employment programs for persons with disabilities and educating managers on strategies and ways to retain and convert Schedule A employees. Supervisors are encouraged to retain and convert Schedule A employees at the conclusion of the 2-year period. Human Resources actively tracks not-to-exceed dates and works with supervisors to initiate extension and conversion actions, as appropriate, should the office desire to retain the employee. To improve retention, the agency's Human Resources Division will review demographic and workforce data to monitor participation levels of PWD and PWTD in career advancement and development opportunities, determine outcomes of engagement and outreach efforts in meeting diversity and inclusion goals, and ensure that program efforts facilitate the retention, advancement, and development of persons with disabilities and persons with targeted disabilities. Additionally, PWD and PWTD have been included as triggers for the Barrier Analysis process that will be initiated in FY2023.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

- |                                  |        |     |
|----------------------------------|--------|-----|
| a. Voluntary Separations (PWD)   | Answer | Yes |
| b. Involuntary Separations (PWD) | Answer | Yes |

PWD Voluntary Separation Rate of 9.26% exceeded the PWOD Separation Rate of 8.40% PWD Involuntary Separation Rate of 2.50% exceeded the PWOD Separation Rate of 2.32%

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

- |                                   |        |     |
|-----------------------------------|--------|-----|
| a. Voluntary Separations (PWTD)   | Answer | No  |
| b. Involuntary Separations (PWTD) | Answer | Yes |

PWTD Involuntary Separation Rate of 2.38% slightly exceeded the PWOD Involuntary Separation Rate of 2.32%.

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

Exit Interviews are conducted by the Office of Employee Engagement. Additional research is needed to identify those employees that exited the agency voluntary or involuntary, and to determine if those employees were PWD or PWTD.

## **B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.census.gov/about/policies/privacy/privacy-policy.html> Section V: Accessibility

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.census.gov/about/policies/privacy/privacy-policy.html> Section V: Accessibility

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

Administrative and Customer Services Division (ACSD): While staff have been out of the building, ACSD and specifically the Health and Safety Branch (HSB) has continued to develop and offer virtual training and seminars for staff and managers on a wide variety of topics that support the overall health and wellness of staff. FY2022, Census staff remained in a mostly remote work environment. Many of the on-line and virtual services identified in FY2021 continued. ACSD also worked in partnership with health and safety and reasonable accommodations and others throughout the Bureau to ensure the future design of census work areas allow for inclusion and access for all staff. In executive briefings on emergency planning and response, management of indoor air quality and building remodeling, ACSD takes into account the impact on persons with disabilities. This ensures consideration of special safety and health needs of persons with disabilities and persons with targeted disabilities. ACSD's Facilities and Management Branch, Space Management Branch and Health and Safety Branch (HSB) coordinates all building remodeling with the Reasonable Accommodation staff to ensure the new layouts are accessible and safe for persons with disabilities. HSB advocates for automatic door openers for spaces such as the Health Unit and restrooms. The branch monitors maintenance of emergency evacuation compliant ramps and ensures that emergency exit doors comply with maximum effort limits for opening. Headquarters garages consist of handicap parking spaces. In addition, spaces labeled "A" are reserved for reasonable accommodations.

## **C. REASONABLE ACCOMMODATION PROGRAM**

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

For FY2022 the average time for processing reasonable accommodation requests was 6.5 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

For FY2022 the average time for processing reasonable accommodation requests was 6.5 days. This is a decrease from the FY2021 average time for processing reasonable accommodation requests which averaged 12.5 days.

## **D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE**

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

Census has had an ongoing, centrally funded contract in place to provide these services since 2019. All requests are processed in a timely manner and there is, at minimum, monthly trainings to supervisors and managers regarding the availability and operation of PAS.

## **Section VI: EEO Complaint and Findings Data**

### **A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer Yes

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

Compensatory Damages Paid, Managers Trained, Attorney Fees, notice to employees was posted.

### **B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer Yes

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

Corrective measures were implemented in the individual work units, training was also provided.

## **Section VII: Identification and Removal of Barriers**

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer No

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

<b>Source of the Trigger:</b>		Workforce Data (if so identify the table)			
<b>Specific Workforce Data Table:</b>		Workforce Data Table - B1			
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		Less than expected participation rate of persons with disabilities (PWD) in the GS-11 to SES (11.73%) grade level cluster as compared to the Regulatory Goal of 12%.			
<b>STATEMENT OF BARRIER GROUPS:</b>		<u>Barrier Group</u> People with Disabilities			
<b>Barrier Analysis Process Completed?:</b>		N			
<b>Barrier(s) Identified?:</b>		N			
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		<b>Barrier Name</b>  GS-11 to SES PWD Deficiency		<b>Description of Policy, Procedure, or Practice</b>  The specific policy, procedure, or practice causing the less than expected participation rates for PWD is currently not known, therefore further analysis is needed.	
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
09/30/2019	09/30/2024	Yes	09/30/2021		Meet or exceed the 12% Regulatory Goal by increasing recruitment and promotions of PWD in the GS-11 to SES Cluster.
09/30/2019	09/30/2024	Yes	09/30/2021		Census should re-survey the Permanent workforce to update/change their disability status as necessary.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Chief, HRD		Veronica LeGrande		Yes	
Acting Chief, EEODI		David Donovan		Yes	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>  <b>Completion Date</b>
09/30/2023	Develop a Broadcast Message/SharePoint Flyer to encourage employees to verify and/or change their disability status in HR Connect or the Employee Personal Page (EPP)			Yes	

### Report of Accomplishments

Fiscal Year	Accomplishments
2021	Census has steadily increased the PWD from 9.95% in FY2019, 10.57% in FY2020, and 11.73% in FY2021 in efforts to meet the EEOC 12% regulatory goal. Census hired a Disability Program Manager during FY2021.
2022	This is no longer a Trigger as the Census Bureau has met and exceeded the Regulatory Goal of 12% for PWD in the GS-11 to SES Cluster from 9.95% in FY2019, 10.57% in FY2020, 11.73% in FY2021, and 13.05% in FY2022. This Plan is closed.

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B7				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Lower than expected participation of Qualified Applicants (QAPs) that are PWDs and PWTDS among new hires in the mission-critical occupations (MCOs). The specific policy, procedure, or practice causing the less than expected participation for PWDs and PWTDS is currently not known, therefore further analysis is needed.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<b>Barrier Group</b> People with Disabilities People with Targeted Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>		
	QAP among PWD and PWTD New Hires		The specific policy, procedure, or practice causing the less than expected participation for PWDs and PWTDS is currently not known, therefore further analysis is needed.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
06/30/2021	09/30/2024	Yes			Increase the selection of qualified applicants for the mission critical occupations.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Acting Chief, EEODI		David Donovan		Yes	
Chief, HRD		Veronica LeGrande		Yes	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>
09/30/2023	Meet with HRD quarterly to review hiring policies, procedures, and practices involving recruitment and retention.			Yes	
09/30/2024	Meet with HRD stakeholders at least once per quarter to obtain disability data (new hires for MCOs, Reasonable Accommodations, and outreach efforts). This will support the establishment of a goal or targeted number of new hires per year.			Yes	

## Report of Accomplishments

**Fiscal Year**

**Accomplishments**

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)	
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	PWDs and PWTDS among voluntary and involuntary separations exceeded those of PWOD.	
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i>	
	People with Disabilities	
	People with Targeted Disabilities	
<b>Barrier Analysis Process Completed?:</b>	N	
<b>Barrier(s) Identified?:</b>	N	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>	<b>Description of Policy, Procedure, or Practice</b>
	PWD's and PWTDS Separations	The specific policy, procedure, or practice causing that might be the cause of voluntary or involuntary separations rates for PWD and PWTDS is currently not known, therefore further analysis is needed. This needs to be monitored in the event that the separation rates increase.

### Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
06/30/2021	09/30/2023	Yes			Improve retention of PWDs and PWTDS

### Responsible Official(s)

Title	Name	Standards Address The Plan?
Acting Chief, EEOI	David Donovan	Yes
Chief, HRD	Veronica LeGrande	Yes

### Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Develop an Exit Interview Survey/Summary electronic form and encourage feedback from exiting employees	Yes		

## Report of Accomplishments

**Fiscal Year**

**Accomplishments**



<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B9				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Low inclusion rate of awards/bonuses/other stimulants involving PWDs and PWTDs.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<u>Barrier Group</u> People with Disabilities People with Targeted Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>		
	PWD'S and PWTD's AWARDS		The specific policy, procedure, or practice causing the less than expected awards/bonuses/stimulants for PWDs and PWTDs is currently not known, therefore further analysis is needed.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
06/30/2021	09/30/2023	Yes			Increase supervisor/manager awareness and use of award's programs to stimulate high performing employees.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Acting Chief, EEODI		David Donovan		Yes	
Chief, HRD		Veronica LeGrande		Yes	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>
09/30/2023	Meet with HRD to review the agency's policies, procedures, and practices of the Census Awards Program.			Yes	
09/30/2024	Meet with HRD to learn how the awards program information is shared and the level of guidance provided to supervisors/managers with regards to the equitable nomination and selection of PWD's/PWTD's employees.			Yes	
<b>Report of Accomplishments</b>					
<b>Fiscal Year</b>	<b>Accomplishments</b>				

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

Barrier Analysis was not conducted during FY2021.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

Barrier Analysis was not conducted during FY2021.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Barrier Analysis was not conducted during FY2021 and will begin during FY2022.

## Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD) Answer    No

b. Cluster GS-11 to SES (PWD) Answer    No

\*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD) Answer    No

b. Cluster GS-11 to SES (PWTD) Answer    No

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	4699	727	15.47	164	3.49
Grades GS-11 to SES	4445	580	13.05	129	2.90

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

We share annual recruitment schedules with the Bureau's Recruiters which reflect our targeted recruitment groups.

### Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

#### A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period?  
If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

The U.S. Census Bureau hired a full-time Disability Program Manager in July 2021. Jake Thomas, Disability Program Manager, Human Resources Division, Reasonable Accommodations Branch J.Thomas@census.gov.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	1	0	0	John Magruder, Acting Chief, Administrative and Customer Services Division, john.r.magruder@census.gov
Processing reasonable accommodation requests from applicants and employees	14	0	0	Rose Cooper, Branch Chief, Reasonable Accommodations Branch, rose.m.cooper@census.gov
Processing applications from PWD and PWTD	2	0	0	
Section 508 Compliance	2	0	0	David Whittington, Section 508 Program Coordinator, Section 508 Program Office, Applications Development & Services Division, david.j.whittington@census.gov
Answering questions from the public about hiring authorities that take disability into account	2	0	0	
Special Emphasis Program for PWD and PWTD	1	0	0	Stefanie Watson, EEODI, Diversity and Inclusion Officer, stefanie.l.watson@census.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

Yes, the Disability Program Manager and Chief attended EEOC Disability Program Manager Basics course offered through the EEOC; The Disability Program Manager also completed the NELI Public Sector EEO and Employment Law Update course; The staff completed ADA and Accommodation Lessons Learned: Stay at Work/Return to Work, Next Level Accommodation and ADA Challenges, and Plain Language Training.

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

Funding has been adequate for the processing of reasonable accommodations through the Census Reasonable Accommodations Branch

## Section III: Program Deficiencies In The Disability Program

## Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

To recruit and hire applicants who were eligible to be appointed under hiring authorities for individuals with disabilities, the agency maintains a repository which houses resumes of candidates for veteran and disability programs. Managers are encouraged to reach out to the Selective Placement Coordinator prior to requesting to advertise positions to determine whether there are eligible candidates to be considered for the position to be filled. For positions that are advertised, there is an eligibility question asking applicants if they wish to be considered under Schedule A. If the applicants answer yes and are qualified, they are referred to the hiring manager. The agency also has a link on OPM's website for persons with disabilities to access and provides a government-wide listing of all Selective Placement Coordinators. The bureau also partners with the Workforce Recruitment Program through the Department of Labor which allows managers to access a database, review resumes and work with Census Human Resources Division to coordinate selection. For 30% compensable or more veterans, we partner with military installations within the local area for transition assistance. We also introduced the Skillbridge, formerly Operation Warfighter, program to Census. Skillbridge allows the bureau to onboard active duty personnel who are separating from the military, some due to injury, at no cost but lots of experience. We attend numerous recruitment fairs and provide information to college/university students and their advisors on the various programs available for persons with disabilities. .

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

Census has a Schedule A email address published on the OPM website in the Selective Placement Program Coordinator directory.

Hiring Managers have access to the Workforce Recruitment Program (WRP), a database managed by the Department of Labor. We attend virtual recruitment events. Applicants also have an option to attest to having a disability and be referred through our automated recruitment tool, Monster Government Solutions.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

We post vacancy announcements on the USAJOBS website, where we include the "Persons with Disabilities" or "Schedule A" as a hiring path. We also hire using the 30% or more disabled veterans hiring authorities. All applicants that wish to receive consideration as Persons with Disabilities or Schedule A, must submit a letter signed by a Licensed Practitioner. The letter is verified by the Selective Placement Coordinator, who contacts the medical facility listed on the letterhead. If the applicant meets the qualifications as described in the appropriate OPM Standards for the position, we will extend a tentative job offer, upon receiving the selection from the hiring manager. The candidate is advised and informed of the program requirements and signs an agreement based upon the type of appointment they are being appointed. Should applicants desire additional information on the Schedule A Program, the following links are provided: <https://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/#url=Schedule-A-Hiring-Authority> <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disability>

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

To ensure that employees with Disabilities are aware of employment resources the agency provides training, development, and career advancement opportunities to employees with disabilities, we have taken or plan to take the following measures. Progress will be monitored and provided in FY2022 MD 715 updates and accomplishments. Navigating the hiring process as a jobseeker with a disability AT Webinar Series - Speech-Text: Software Comparison Celebrating Differences: Getting Comfortable Through Disability Awareness Getting Started in Accessibility Demystifying Disability: A discussion with Emily Ladau

## B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

Census has established partnerships with the following groups: Department of Defense (DOD) and Veteran's Administration-Operation Warfighter (OWF) Internship Program. Department of Labor (DOL)- Workforce Recruitment and Apprenticeship Programs. <https://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/#url=Schedule-A-Hiring-Authority> <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disability>

## C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.
  - a. New Hires for Permanent Workforce (PWD) Answer No
  - b. New Hires for Permanent Workforce (PWTD) Answer No

New Hires	Total	Reportable Disability	Targeted Disability
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	(#)	Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	531	63.47	13.75	26.18	5.65
% of Qualified Applicants	311	62.70	12.54	27.97	5.79
% of New Hires	26	26.92	30.77	15.38	26.92

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD)

Answer Yes

b. New Hires for MCO (PWTD)

Answer Yes

0110 Economist -PWD 2 QAP, 0 Selected; PWTD 2 QAP, 0 Selected 0150-Geographer-PWD 6 QAP,0 Selected; PWTD 5 QAP, 0 Selected 0301-Amin. Spec. Misc. Admin-PWD 21 QAP, 0 Selected; PWTD 9 QAP, 0 Selected 0343- Program Analyst-PWD -NO TRIGGER; PWTD 17 QAP, 0 Selected 0511 Auditor-PWD 0 QAP, 0 Selected; PWTD 0 QAP, 0 Selected 1102-Contract Specialist -PWD 4 QAP, 0 Selected; PWTD 2 QAP, 0 Selected 1529-Mathematical Statistician- PWD/PWTD-NO TRIGGERS 1530-Statistician- PWD/PWTD-NO TRIGGERS 1550-Computer Scientist-PWD 9 QAP,0 Selected; PWTD 4 QAP, 0 Selected 2210-IT Specialist-PWD/PWTD-NO TRIGGERS Source: Monster Analytics MD-715 B6

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0110 ECONOMIST	0	0.00	0.00
0150 GEOGRAPHER	0	0.00	0.00
0301 MISC ADMIN & PROGRAM MANAGEMENT	0	0.00	0.00
0343 MANAGEMENT & PROGRAM ANALYST	2	50.00	0.00
0511 AUDITING	0	0.00	0.00
1102 CONTRACTING	0	0.00	0.00
1529 MATHEMATICAL STATISTICIAN	4	50.00	25.00
1530 SURVEY STATISTICIAN	3	33.33	33.33
1550 COMPUTER SCIENCE	0	0.00	0.00
2210 IT SPECIALIST	4	75.00	50.00

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD)

Answer Yes

b. Qualified Applicants for MCO (PWTD)

Answer Yes

0301-PWD 1 QAP, 0 Selected; PWTD 1 QAP, 0 Selected 1530-PWD 4 QAP, 1 Selected; PWTD 3 QAP, 0 Selected Source: Monster Analytics MD-715 B6

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD)

Answer Yes

b. Promotions for MCO (PWTD)

Answer Yes

0301- PWD-3 Apps Received, 1 Qual, 0 Selected, PWTD-2 Apps Received, 1 Qual, 0 Selected 1530 - PWD-4 Apps Received, 4 Qual, 0 Selected, PWTD-3 Apps Received, 3 Qual, 0 Selected 2210- PWD-3 Apps Received, 3 Qual, 0 Selected, PWTD-2 Apps Received, 2 Qual, 0 Selected Source: EEOC-B9

## Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

### A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

To ensure advancement opportunities for employees with Disabilities the agency provides training, development, and career advancement opportunities to employees with disabilities, we have taken or plan to take the following measures. Progress will be monitored and provided in FY2022 MD 715 updates and accomplishments. Marketing and Outreach – For FY2023 we are partnering with affinity groups. Partnering with the Neurodiversity Alliance and other affinity groups to ensure that employees are knowledgeable about the federal hiring process and have accesses to employment resources that support resume writing, job search, and interview preparation skills. We are also working to ensure that employees understand their rights regarding their disclosure of a disability. Monitoring and Inclusion – For FY2023, the Human Resources Division will continue to review demographic and workforce data to monitor participation levels of PWD and PWTD in career advancement and development opportunities, and ensure that program efforts facilitate the retention, advancement, and development of PWD and PWTD. Additionally, affinity groups will be given an opportunity to provide feedback regarding the agency’s telework goals.

### B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.

In FY2022, Census continued to administer the Data Science Training Program (DSTP)'s, which is a 5-month cohort – based program that gives Census Bureau employees an opportunity to gain hands-on data science experience. Participants complete online and live coursework in addition to a Capstone Project, where participants apply what they’ve learned to mission-critical work at the Census Bureau. Participants are also paired with a mentor who acts as a career coach and provides guidance on the non-technical aspects of the program. Currently, all elements of the program will take place remotely. Participants can take one of two learning paths: Data Science Generalist Path or Machine Learning Specialist Path. The Data Science Generalist Path focuses on the fundamentals of data science concepts. Participants will examine data science applications both at the Census Bureau and in real-world examples. Participants will also learn how to use programs such as SQL and Python to analyze and visualize data to generate insights. The Machine Learning Specialist Path dives deeper into data science skills using Python and machine learning concepts. Participants will learn how to develop and apply advanced algorithms and analysis tools that improve over time using supervised/unsupervised learning. Additionally, participants will learn about artificial intelligence, deep learning, natural language processing, and more. Data Science on Demand includes three new learning tracks through LinkedIn Learning to improve the data literacy of supervisory and nonsupervisory employees and provide data science practitioners with access to a variety of skill-building courses. The three on-demand tracks are: Data Science Literacy, Data Science for Managers, and Skill Builder. Employees who sign up for one of the three Expansion Tracks will receive a LinkedIn Learning license (as available) and complete self-paced, online courses covering data science topics, methods, and techniques.



2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	56	56	N/A	N/A	N/A	N/A
Other Career Development Programs	600	581	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWD)

Answer Yes

b. Selections (PWD)

Answer Yes

HRD did not provide information regarding the announcement of these career development opportunities, the application procedures, and selection processes. No demographic data was collected or provided by HRD for the Career Development Programs.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTD)

Answer Yes

b. Selections (PWTD)

Answer Yes

HRD did not provide information regarding the announcement of these career development opportunities, the application procedures, and selection processes. No demographic data was collected or provided by HRD for the Career Development Programs.

## C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)

Answer Yes

b. Awards, Bonuses, & Incentives (PWTD)

Answer Yes

TIME OFF AWARDS TRIGGERS: 1-10 HOURS-because PWD IR (2.66) & PWTD (3.74) < PWOD IR (4.18); and < PWOD IR (0.12); and < TOTAL IR (0.12) 31-40 HOURS-because PWTD IR (0.00) < PWOD IR (0.01); and < PWOD IR (27.62); and < PWOD IR (19.43); and < PWOD IR (21.97); and < PWOD (12.11); and < TOTAL IR (11.65) \$3000-\$3999-because PWD IR (7.28) & PWTD IR (6.80) < PWOD IR (12.12); and < TOTAL IR (8.52) \$5000-\$5999-because PWD IR (6.22) & PWTD IR (4.42) < PWOD IR (10.85); and < TOTAL IR (9.97) SOURCE TABLE B9-2 IR

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Average Amount	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	0	0.00	0.00	0.00	0.00

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance- based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer Yes

b. Pay Increases (PWTD) Answer Yes

Census did not have any performance-based pay increases for FY2022.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTD) Answer N/A

## D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

- |  |        |     |
|--|--------|-----|
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD)          | Answer | Yes |
| d. Grade GS-13                         |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | No  |
| ii. Internal Selections (PWD)          | Answer | Yes |

SES PWD Triggers-0 Applicants, 0 Qualified, 0 Selected GS-15 PWD Triggers-1 Applicant, 0 Qualified, 0 Selected GS-14 PWD Triggers- 0 Applicants, 0 Qualified, 0 Selected GS-13 PWD Triggers- 4 Applicants, 4 Qualified, 1 Selected Noted: Selectees Disability was not Identified (PWD or PWTD)

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |   |        |     |
|---|--------|-----|
| a. SES                                  |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |
| b. Grade GS-15                          |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |
| c. Grade GS-14                          |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |
| d. Grade GS-13                          |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | No  |
| ii. Internal Selections (PWTD)          | Answer | Yes |

SES PWTD Triggers-0 Applicants, 0 Qualified, 0 Selected GS-15 PWTD Triggers-1 Applicant, 0 Qualified, 0 Selected GS-14 PWTD Triggers- 0 Applicants, 0 Qualified, 0 Selected GS-13 PWTD Triggers- 3 Applicants, 3 Qualified, 0 Selected Noted: Selectees Disability was not Identified (PWD or PWTD)

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                             |        |     |
|-----------------------------|--------|-----|
| a. New Hires to SES (PWD)   | Answer | Yes |
| b. New Hires to GS-15 (PWD) | Answer | Yes |
| c. New Hires to GS-14 (PWD) | Answer | Yes |

d. New Hires to GS-13 (PWD)

Answer Yes

PWD New Hires for: SES PWD Triggers - 2 Applicants, 0 Qualified, 0 Selected GS-15 PWD Triggers - 9 Applicants, 4 Qualified, 0 Selected GS-14 PWD Triggers - 36 Applicants, 15 Qualified, 1 Selected GS-13 PWD Triggers - 92 Applicants, 32 Qualified, 3 Selected

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)

Answer Yes

b. New Hires to GS-15 (PWTD)

Answer Yes

c. New Hires to GS-14 (PWTD)

Answer Yes

d. New Hires to GS-13 (PWTD)

Answer Yes

PWTD New Hires for: SES PWTD Triggers - 0 Applicants, 0 Qualified, 0 Selected GS-15 PWTD Triggers - 4 Applicants, 2 Qualified, 0 Selected GS-14 PWTD Triggers - 12 Applicants, 8 Qualified, 1 Selected GS-13 PWTD Triggers - 31 Applicants, 12 Qualified, 2 Selected

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWD)

Answer Yes

ii. Internal Selections (PWD)

Answer Yes

b. Managers

i. Qualified Internal Applicants (PWD)

Answer Yes

ii. Internal Selections (PWD)

Answer Yes

c. Supervisors

i. Qualified Internal Applicants (PWD)

Answer Yes

ii. Internal Selections (PWD)

Answer Yes

PWD Qualified Internal applicants for: EXECUTIVES (GS-15) PWD Triggers - 1 Applicant, 0 Qualified, 0 Selected MANAGER (GS-14) PWD Triggers - 0 Applicants, 0 Qualified, 0 Selected SUPERVISOR (GS-13) PWD Triggers - 4 Applicants, 4 Qualified, 1 Selected

6. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

- |   |        |     |
|---|--------|-----|
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |
| b. Managers                             |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |
| c. Supervisors                          |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |

PWTD Qualified Internal applicants for: EXECUTIVES (GS-15) PWTD Triggers - 1 Applicant, 0 Qualified, 0 Selected MANAGER (GS-14) PWTD Triggers - 0 Applicants, 0 Qualified, 0 Selected SUPERVISOR (GS-13) PWTD Triggers - 3 Applicants, 3 Qualified, 0 Selected
--

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                                    |        |     |
|------------------------------------|--------|-----|
| a. New Hires for Executives (PWD)  | Answer | Yes |
| b. New Hires for Managers (PWD)    | Answer | Yes |
| c. New Hires for Supervisors (PWD) | Answer | Yes |

PWD New Hires for Executives, Supervisors, and Managers, 0 (0.00%) Applied, Qualified, or Selected.
---

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                                     |        |     |
|-------------------------------------|--------|-----|
| a. New Hires for Executives (PWTD)  | Answer | Yes |
| b. New Hires for Managers (PWTD)    | Answer | Yes |
| c. New Hires for Supervisors (PWTD) | Answer | Yes |

PWTD New Hires for Executives, Supervisors, and Managers, 0 (0.00%) Applied, Qualified, or Selected. Selectee for New Hire Manager did not have a disability/disability not identified.
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## Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

In FY2022, 48 employees were eligible and resulted in 100% conversion to the Competitive Service. The agency's plan to ensure will ensure employees with disabilities are retained and converted under Schedule A, includes the utilization of a Selective Placement Coordinator who closely monitors Schedule A hires and their conversion status. The Selective Placement Coordinator holds a variety of management and employee sessions throughout the year promoting employment programs for persons with disabilities and educating managers on strategies and ways to retain and convert Schedule A employees. Supervisors are encouraged to retain and convert Schedule A employees at the conclusion of the 2-year period. Human Resources actively tracks not-to-exceed dates and works with supervisors to initiate extension and conversion actions, as appropriate, should the office desire to retain the employee. To improve retention, the agency's Human Resources Division will review demographic and workforce data to monitor participation levels of PWD and PWTD in career advancement and development opportunities, determine outcomes of engagement and outreach efforts in meeting diversity and inclusion goals, and ensure that program efforts facilitate the retention, advancement, and development of persons with disabilities and persons with targeted disabilities. Additionally, PWD and PWTD have been included as triggers for the Barrier Analysis process that will be initiated in FY2023.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD)

Answer Yes

b. Involuntary Separations (PWD)

Answer Yes

PWD Voluntary Separation Rate of 9.26% exceeded the PWOD Separation Rate of 8.40% PWD Involuntary Separation Rate of 2.50% exceeded the PWOD Separation Rate of 2.32%

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	69	0.21	0.56
Permanent Workforce: Resignation	429	2.95	3.17
Permanent Workforce: Retirement	353	2.19	2.66
Permanent Workforce: Other Separations	160	1.18	1.16
Permanent Workforce: Total Separations	1011	6.53	7.55

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTD)

Answer No

b. Involuntary Separations (PWTD)

Answer Yes

PWTD Involuntary Separation Rate of 2.38% slightly exceeded the PWOD Involuntary Separation Rate of 2.32%.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	69	0.22	0.51
Permanent Workforce: Resignation	429	2.66	3.15
Permanent Workforce: Retirement	353	2.22	2.59
Permanent Workforce: Other Separations	160	1.33	1.16
Permanent Workforce: Total Separations	1011	6.43	7.41

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

Exit Interviews are conducted by the Office of Employee Engagement. Additional research is needed to identify those employees that exited the agency voluntary or involuntary, and to determine if those employees were PWD or PWTD.

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.census.gov/about/policies/privacy/privacy-policy.html> Section V: Accessibility

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.census.gov/about/policies/privacy/privacy-policy.html> Section V: Accessibility

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

Administrative and Customer Services Division (ACSD): While staff have been out of the building, ACSD and specifically the Health and Safety Branch (HSB) has continued to develop and offer virtual training and seminars for staff and managers on a wide variety of topics that support the overall health and wellness of staff. FY2022, Census staff remained in a mostly remote work environment. Many of the on-line and virtual services identified in FY2021 continued. ACSD also worked in partnership with health and safety and reasonable accommodations and others throughout the Bureau to ensure the future design of census work areas allow for inclusion and access for all staff. In executive briefings on emergency planning and response, management of indoor air quality and building remodeling, ACSD takes into account the impact on persons with disabilities. This ensures consideration of special safety and health needs of persons with disabilities and persons with targeted disabilities. ACSD's Facilities and Management Branch, Space Management Branch and Health and Safety Branch (HSB) coordinates all building remodeling with the Reasonable Accommodation staff to ensure the new layouts are accessible and safe for persons with disabilities. HSB advocates for automatic door openers for spaces such as the Health Unit and restrooms. The branch monitors maintenance of emergency evacuation compliant ramps and ensures that emergency exit doors comply with maximum effort limits for opening. Headquarters garages consist of handicap parking spaces. In addition, spaces labeled "A" are reserved for reasonable accommodations.

## C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

For FY2022 the average time for processing reasonable accommodation requests was 6.5 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.



For FY2022 the average time for processing reasonable accommodation requests was 6.5 days. This is a decrease from the FY2021 average time for processing reasonable accommodation requests which averaged 12.5 days.

## **D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE**

*Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.*

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

Census has had an ongoing, centrally funded contract in place to provide these services since 2019. All requests are processed in a timely manner and there is, at minimum, monthly trainings to supervisors and managers regarding the availability and operation of PAS.

## **Section VII: EEO Complaint and Findings Data**

### **A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer Yes

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

Compensatory Damages Paid, Managers Trained, Attorney Fees, notice to employees was posted.

### **B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer Yes

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

Corrective measures were implemented in the individual work units, training was also provided.

## Section VIII: Identification and Removal of Barriers

*Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.*

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer No

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Less than expected participation rate of persons with disabilities (PWD) in the GS-11 to SES (11.73%) grade level cluster as compared to the Regulatory Goal of 12%.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>  GS-11 to SES PWD Deficiency		<b>Description of Policy, Procedure, or Practice</b>  The specific policy, procedure, or practice causing the less than expected participation rates for PWD is currently not known, therefore further analysis is needed.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
09/30/2019	09/30/2024	Yes	09/30/2021		Meet or exceed the 12% Regulatory Goal by increasing recruitment and promotions of PWD in the GS-11 to SES Cluster.
09/30/2019	09/30/2024	Yes	09/30/2021		Census should re-survey the Permanent workforce to update/change their disability status as necessary.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Chief, HRD		Veronica LeGrande		Yes	
Acting Chief, EEODI		David Donovan		Yes	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>
09/30/2023	Develop a Broadcast Message/SharePoint Flyer to encourage employees to verify and/or change their disability status in HR Connect or the Employee Personal Page (EPP)			Yes	

Report of Accomplishments	
Fiscal Year	Accomplishment
2021	Census has steadily increased the PWD from 9.95% in FY2019, 10.57% in FY2020, and 11.73% in FY2021 in efforts to meet the EEOC 12% regulatory goal. Census hired a Disability Program Manager during FY2021.
2022	This is no longer a Trigger as the Census Bureau has met and exceeded the Regulatory Goal of 12% for PWD in the GS-11 to SES Cluster from 9.95% in FY2019, 10.57% in FY2020, 11.73% in FY2021, and 13.05% in FY2022. This Plan is closed.

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B7				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Lower than expected participation of Qualified Applicants (QAPs) that are PWDs and PWTDS among new hires in the mission-critical occupations (MCOs). The specific policy, procedure, or practice causing the less than expected participation for PWDs and PWTDS is currently not known, therefore further analysis is needed.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<b>Barrier Group</b> People with Disabilities People with Targeted Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b> QAP among PWD and PWTDS New Hires		<b>Description of Policy, Procedure, or Practice</b> The specific policy, procedure, or practice causing the less than expected participation for PWDs and PWTDS is currently not known, therefore further analysis is needed.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
06/30/2021	09/30/2024	Yes			Increase the selection of qualified applicants for the mission critical occupations.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Acting Chief, EEODI		David Donovan		Yes	
Chief, HRD		Veronica LeGrande		Yes	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>
09/30/2023	Meet with HRD quarterly to review hiring policies, procedures, and practices involving recruitment and retention.			Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2024	Meet with HRD stakeholders at least once per quarter to obtain disability data (new hires for MCOs, Reasonable Accommodations, and outreach efforts). This will support the establishment of a goal or targeted number of new hires per year.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	PWDs and PWTDs among voluntary and involuntary separations exceeded those of PWOD.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<b>Barrier Group</b> People with Disabilities People with Targeted Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>  PWD's and PWTDs Separations		<b>Description of Policy, Procedure, or Practice</b>  The specific policy, procedure, or practice causing that might be the cause of voluntary or involuntary separations rates for PWD and PWTDs is currently not known, therefore further analysis is needed. This needs to be monitored in the event that the separation rates increase.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
06/30/2021	09/30/2023	Yes			Improve retention of PWDs and PWTDs
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Acting Chief, EEODI		David Donovan		Yes	
Chief, HRD		Veronica LeGrande		Yes	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>
09/30/2023	Develop an Exit Interview Survey/Summary electronic form and encourage feedback from exiting employees			Yes	
<b>Report of Accomplishments</b>					
<b>Fiscal Year</b>	<b>Accomplishment</b>				

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B9				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Low inclusion rate of awards/bonuses/other stimulants involving PWDs and PWTDS.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>  PWD'S and PWTD's AWARDS	<b>Description of Policy, Procedure, or Practice</b>  The specific policy, procedure, or practice causing the less than expected awards/bonuses/stimulants for PWDs and PWTDS is currently not known, therefore further analysis is needed.			
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
06/30/2021	09/30/2023	Yes			Increase supervisor/manager awareness and use of award's programs to stimulate high performing employees.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Acting Chief, EEODI		David Donovan		Yes	
Chief, HRD		Veronica LeGrande		Yes	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>
09/30/2023	Meet with HRD to review the agency's policies, procedures, and practices of the Census Awards Program.			Yes	



Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2024	Meet with HRD to learn how the awards program information is shared and the level of guidance provided to supervisors/managers with regards to the equitable nomination and selection of PWD's/PWTD's employees.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

Barrier Analysis was not conducted during FY2021.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

Barrier Analysis was not conducted during FY2021.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Barrier Analysis was not conducted during FY2021 and will begin during FY2022.